



TOWN OF HERNDON

**P.O. BOX 427
HERNDON, VA 20172
(703) 435-6800**

**INVITATION FOR BID
(SEALED)**

IFB #16-02

HVAC PREVENTIVE MAINTENANCE SERVICES

DELIVER SEALED BIDS BY:

September 24, 2015 at 3:00 pm

**Submit All Inquiries Concerning This Invitation For Bid
In Writing To**

**Charles J. Baker
Purchasing Agent**

**Town of Herndon
777 Lynn Street
P.O. Box 427
Herndon, VA 20172-0427**

Fax Inquiries to:

(703) 435-8121 or

Email Inquiries to:

charles.baker@herndon-va.gov

**TOWN OF HERNDON
INVITATION FOR BIDS (IFB)
(SEALED)**

IFB Number: 16 - 02

Issue Date: August 21, 2015

Title: HVAC PREVENTIVE MAINTENANCE SERVICES

Issuing Entity: Purchasing Agent
777 Lynn Street
Herndon, Virginia 20172-0427

Period of Contract: Commencing upon the execution of the contract for one year with four (4) twelve-month renewal options

Worksites: Town Buildings as List Below

If bids are mailed, send directly to the Issuing Entity shown above. If bids are hand delivered, deliver to: Front Counter; 777 Lynn Street, Herndon, Virginia. Direct all inquiries for information to Charles J. Baker, Purchasing Agent at (703) 435-6800 ext. 2048 or at the above listed email address.

*******FACSIMILES ARE NOT ACCEPTED*******

In compliance with this Invitation for Bids (IFB) and subject to all conditions imposed therein, the undersigned agrees to furnish the services at the prices indicated on the Bidder's Official Town Bid Form, pages 41 - 43.

*** MANDATORY ATTENDANCE PRE-BID CONFERENCE/SITE VISIT:** A mandatory pre-bid/site visit is scheduled on September 8, 2015 10:30 am at 777 Lynn Street, Herndon, Virginia 20170, Second Floor Conference Room.

A public bid opening will occur at 777 Lynn Street, Herndon, Virginia 20170, Second Floor Room on September 25, 2015 at 10:30 am.

Potential Bidders shall direct all questions or inquiries in writing **no later than September 15, 2015** to Charles J. Baker at 777 Lynn Street, Herndon, Virginia 20170 or Charles.baker@herndon-va.gov. Revisions to the solicitation are made only by addendum issued by the Purchasing Office.

The Town will post the results of this bid opening and tabulations on its Procurement webpage, http://www.herndon-va.gov/Content/Town_Services/Finance_Purchasing/default.aspx?cnlid=195, on the Commonwealth of Virginia Department of General Services' central electronic procurement website (eVA) and on the Purchasing bulletin board prior to the official bid award.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

INVITATION FOR BID

IFB # 16 - 02

HVAC PREVENTION MAINTENANCE SERVICES

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* denotes – required included with bid

I. PURPOSE:

The Town of Herndon is soliciting a competitive sealed bids from potential contractors to furnish all supervision, labor, materials (belts, filters, etc.), and equipment for the services of one or more qualified, licensed contractors having experience in HVAC preventive maintenance to perform quarterly services necessary to inspect, service, and install replacement parts (to include, but is not limited to, various components such as condensers, compressors, evaporators, chillers, coils, manual and electronic valves, motors, pumps, air registers, diffusers and grilles, controllers, VAV boxes, and control systems and any other related items) to existing equipment in order to maintain the equipment in proper operating condition.

II. BACKGROUND:

The Town of Herndon is the third largest town in the Commonwealth of Virginia and home to more than 23,000 residents. Amidst a 21st century Northern Virginia landscape of high rise buildings, industrial complexes and transportation hubs, Herndon maintains a small town charm that is evident in its downtown, its neighborhoods and its commercial areas. Whether you are visiting for pleasure or business, you will enjoy the small town charm of this pre-Civil War town and the many attractions we offer. Packed with outstanding recreational activities, the award-winning Herndon Community Center offers many programs and events. Enjoy the town's 11 parks or take a hike on the W&OD Trail that runs through the heart of downtown Herndon. Or spend a day on the links at the Herndon Centennial Golf Course, named one of *Golf Digest's* "Places to Play."

III. CONTRACT PERIOD:

The initial term of this contract is for one year commencing upon the date that the contract is fully executed. The contract has four (4) one-year optional renewals. Automatic renewals are not permitted.

VI. INSTRUCTIONS TO BIDDERS

4.1 Competition Intended:

It is the Town's intent that this Invitation for Bid (IFB) permits competition. It is the Bidder's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. The Purchasing Agent must receive such notification not later than five (5) business days prior to the date set for acceptance of bids.

4.2 Bidders Responsibility:

Bidders shall examine the scope of services, terms and conditions of this Invitation for Bid and shall exercise their own judgment as to the nature and total amount of all work required for acceptable performance. The Town cannot accept any plea of ignorance of conditions that exist or that may hereinafter exist, or of conditions or difficulties encountered in the work as a result of failure to make the necessary examination and investigation as an excuse for any failure or omission on the part of the Bidder to fulfill in every detail the requirements of this Invitation for Bid, or is acceptable as a basis for any claims whatsoever for extra compensation.

4.3 Conditions for Bidding:

A. Bid Forms: In order to be considered for selection, Bidder must submit a complete response to this solicitation. A complete response will be the return of the following documents:

1. One (1) original and one (1) copy of the completed Official Town of Herndon Bid Form;
2. One (1) original and one (1) copy of the References Form; and
3. One (1) original and one (1) copy of the Business, Professional and Occupational License

An authorized representative of the Bidder's firm shall sign the official Town of Herndon Bid Form and deliver it along with the firm's bid to the proper location by the time and date as specified on the cover page.

B. Envelope Identification: The Bidder shall return the signed bid should be returned in the self addressed envelope if provided. In the event the bid contains bulky subject material, the mailing envelope provided must be firmly affixed to any other wrapper being used. The Town will not be responsible for premature opening or late arrival of bids improperly addressed or identified. If a bid is mailed in an envelope, not as specified, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the bid to be disqualified. The Town reserves the right to declare such a bid as non-responsive. Sealed bids may be hand delivered to the designated location.

C. Late Bids: Bids received after the published time and date of acceptance shall be returned to the Bidder unopened, if the IFB number and return address is shown on the envelope. In the case of bids hand delivered, the bids shall not be accepted. The Town does not accept liability for late or non-receipt of bids.

D. Modification/Withdrawal of Bids:

1. A bidder for a Town contract, other than a contract for construction or maintenance of public highways, may withdraw his bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
2. The bidder shall give notice in writing of his claim of right to modify or withdraw his bid within two (2) business days after the conclusion of the bid opening procedure.
2. A Bidder may not withdraw any bid under this paragraph when the result would award a contract on another bid of the same bidder or of another bidder

in which the ownership of the withdrawing bidder is more than five percent (5%).

4.4 License Requirement:

- A. All firms doing business in the Town are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing" (BPOL) Tax Ordinance and the BPOL license number must be indicated on the bid form. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Direct all questions concerning the BPOL tax to the Finance Department, Revenue Office, telephone number (703) 435-6813.
- B. The signature on this solicitation certifies that the Contractor is properly licensed for providing the goods/services specified or will have the proper license prior to the awarding of the contract..
- C. All Contractors doing business in the Town are required to possess a valid Virginia Contractor's License as applicable.

4.5 Ethics in Public Contracting:

- A. The provisions contained in Sections 2.2-4367 of the Virginia Public Procurement Act as set forth in the Code of Virginia (1950), as amended, shall be applicable to all contracts solicited or entered into of Herndon. A copy of these provisions may be obtained from the Purchasing Office upon written request.
- B. By submitting their bids, all Bidders certify that their bids are made without collusion or fraud and they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

4.6 Criminal Sanctions:

The provisions referenced in Ethics in Public Contracting supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interest Act (§ 2.1-639.1 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), and Articles 2 (§ 18.2-438 et seq.) and 3 (§ 18.20446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the facts that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.

4.7 Addenda:

All addenda will be issued by the Town via First Class U.S. Mail/ Fax/or EVA Commonwealth of Virginia webpage. Address all such addenda shall become a part of the solicitation documents in the bid and shall become a Contract Document. The Town accepts no liability for late bids or non-receipt of addenda.

4.8 Debarment Status:

By submitting a Bid and/or acceptance of a Town Purchase Order or Contract, all firms certify that they are not currently debarred from doing business with or in the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from doing business with or in the Commonwealth of Virginia.

4.9 Qualifications:

The Bidders shall provide the names, addresses and telephone numbers of at least three (3) other firms or government agencies for whom a similar type of work has been performed in the past twelve (12) months.

- A. The Town will consider, in determining the qualifications of a bidder, his record in performance of any contracts for the services into which he may have entered with the Town or with other public bodies or corporations; and, the Town expressly reserves the right to reject the bid of such bidder, if such record discloses that said bidder, in the opinion of the Town, has not properly performed such contracts or has habitually and without just cause neglected the payment of bills, or has otherwise disregarded his obligations to subcontractors, suppliers or employees.
- B. The Town will make an investigation as to the ability of the bidder to perform the work. The Town of Herndon reserves the right to reject any bid, if the evidence submitted by, or investigation of bidder, fails to satisfy the Town that such bidder is properly qualified by experience and financial status to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.
- C. The Town reserves the right to inspect bidder's facility, prior to award, to satisfy questions regarding the bidder's capabilities.

4.10 Award Criteria:

- A. The Town reserves the right to accept or reject all or any part of bids, waive minor technicalities/informalities and award the contract to the lowest responsive, responsible bidder(s) best on the grand total (see page 47 Grand Total of Part1) that best serve(s) the interest of the Town. Further, the Town reserves the right to award multiple contracts for all of the specified item(s) or service(s) to more than a single responsive and responsible bidder. The Town may, also, make multiple contract awards to the lowest responsive and responsible bidder for each required good, service or equipment. The Town will use unit price (line Item) for each individual item on the Official Town Bid Form to ascertain if multiple contract awards are in the best interest of the Town.
- B. In order for the bids to be considered for award, the Bidder must provide all requested information on the Official Town Bid Form (i.e. Delivery, Terms, Bidder Name/Address/Phone No., Extended Price, Specifications Met, Signature, Printed Name and Date). Bidders should review the Official Town Bid Forms before submission to insure there are no omissions or blanks.
- C. A contract award is determined by using the (Grand Total) firm fixed unit price bid submitted for each job, as shown on the Official Town Bid Form that completely satisfies the specifications, terms and conditions of this invitation for bid. This (Grand

Total) firm fixed unit price offered shall include all costs. No additional costs are allowed.

- D. Unless canceled or rejected, the Town will accept responsive bids as submitted from the most competitive responsible bidders, except that if the firm fixed price bids from the most competitive responsible bidders exceed available funds. The Procurement Officer or designee, in such cases, may negotiate with the most competitive bidder to obtain a contract price within available funds.
- E. The Town may make an award to a primary Contractor and a secondary Contractor, at its discretion.

- 4.11 Extension of Contract: The initial contract will have four one-year renewals associated with it for a maximum of five (5) consecutive years under the terms and conditions of the original contract. The Contract Administrator will recommend to the Purchasing Agent, in writing, any intentions to extend the contract approximately 90 days prior to the expiration date. If the Town elects to exercise the option to extend the contract for an additional one-year period, the contract price for the additional one year shall not exceed the contract price of the original contract by more than the percentage annual increase/decrease of the services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the last twelve months for that statistics are available. The Town will not authorize any price increases for 365 calendar days after the effective date of the contract. The Town will permit price escalation only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and the Contractor shall immediately convey them to the Town. The Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes become effective only at the beginning of the calendar month following the end of the full 30 day notification period. Subsequent contract renewals, if applicable, are subject to the same criteria with the previous year contract forming the basis for the percentage annual increase/decrease.

V. SCOPE OF WORK:

This contract shall provide scheduled preventative (Quarterly, all filters and belts shall be included in the PM contract and supplied by the contractor). The contractor shall provide repair services for the variety of mechanical units such as, but not limited to heat pumps, dehumidifiers, chillers, Boilers, and Exhaust systems. The Contractor shall have knowledge of Poolpak systems, Carrier systems, Trane systems, Mcquay systems, Bryant systems, Dectron systems, VAV Systems, and other essential controls and components as required in maintaining the Town's HVAC and Control systems. The Contractor shall change all filters and belts quarterly (4 times a year, unless otherwise specified). The Town staff shall perform water treatment for boilers located at 730 Elden Street, 814 Ferndale Avenue, and 195 Herndon Parkway and are not included in this IFB. Also, the roof ventilators and the rooftop exhaust fans located at the 1479 Sterling Road location are not included in the IFB. The Contractor will change filters for the Liebert Units located at 777 Lynn Street once a year. The initial servicing of equipment shall occur within two weeks after an award of contract. The Contractor will complete subsequent preventative maintenance and inspection services no later than three weeks after the first day of the month specified above. During the initial inspection, the Contractor will provide the Town with a list of any and all problems noted that require additional work, beyond preventative maintenance, that would fall in the minor repair or major repair categories defined below along with cost estimates. Contractors desiring site visits prior to bid submittal should call Contract Administrator, Ray McCarter at (703) 435-6860 ext. 2162.

- A. **Minor Repair:** Equipment service, repair, replacement, other than that specified in the Preventative Maintenance Inspection/Service specification, needed to maintain the operating efficiency of the equipment where the total cost to accomplish the necessary work (parts, supplies, labor, material, etc.) is less than \$1,000 per unit.
- B. **Major Repair:** Equipment service, repair, replacement, other than that specified in the Preventative Maintenance Inspection/Service specification, needed to maintain the operating efficiency of the equipment where the total cost to accomplish the necessary work (parts, supplies, labor, material, etc.) is in excess of \$1,000 per unit but not to exceed \$5,000. The Town may elect to subject repair work where the job estimates exceed \$5,000 to the competitive bidding processes and are not normally performed under this contract. All services performed from this contract will be performed on a time and material basis. This time and materials contract will be based on a regular hour, overtime hour and emergency hour, which ever the case may be, and materials at a percentage off list price basis.

5.1 General:

A. Regulations

- 1. The Contractor shall obtain all necessary permits required for any work. The Town of Herndon will waive all permit fees issued by the Town, except re-inspection fees. The Contractor shall be responsible for obtaining other necessary licenses and permits required to comply with any applicable Federal, State, municipal laws, codes, and regulations, associated with the proper execution of the work. Contractor must comply with right-to-know laws if hazardous materials are used. MSDS safety sheets shall be made available to all workers and Town representatives. Contractor shall report immediately to the Town any spillage or dumping of hazardous materials on Town property. The Contractor shall also be responsible for the cleanup and any costs incurred for all such incidents.

B. Quality Assurance

- 1. The Contractor shall cause repairs to the referenced area in accordance with industry standards and any applicable manufacturer's installation instructions so that manufacturer's warranty is not in any way void.
- 2. The Contractor shall provide an adequate number of licensed/skilled personnel who are thoroughly trained and experienced in the work and material of the types that are the subject of this specification.

C. Hourly rates:

- 1. Regular hours – Contractor shall provide a fixed hourly rate for work performed during normal business hours, Monday through Friday, 7:00AM to 4:00 PM.

2. Overtime hours – Contractor shall provide a fixed hourly rate for work performed outside normal business hours Monday through Friday, 7:00AM to 4:00 PM on non emergency projects.
3. Emergency hours -Contractor shall provide a fixed hourly rate for emergency service and after hours service for work performed, 4:00 PM or later and on weekends. Contractor shall have the ability to respond for emergency repairs twenty-four (24) hours per day, seven (7) days per week. The Contractor shall be available via phone, pager or some other communication devise at all times. Once the Town issues a call for emergency service, the Contractor must be able to arrive at the site of the emergency within two (2) hours or shall demonstrate that conditions were such that travel to the site would be extremely hazardous, or there was some extraordinary impediment preventing travel to the site. Should this be the case, the Contractor is required to immediately contact the requestor of the emergency service and communicate the problem.
4. Labor hours invoiced under this contract shall be only for productive hours on the job site. Time utilized for transportation of workers, material acquisition, handling and delivery or for movement of Contractor owned or rented equipment is not chargeable directly but is overhead and all costs shall be included in the fixed hourly rates. Contractor must contact the Public Works Superintendent or designee for authorization of all emergency services and after-hours services. The Town will not accept a bid with a minimum charge stipulation.

D. Inspection and Approvals

1. The Town and the Contractor will conduct an inspection of the completed repairs for acceptance of the work.
2. Any deficiencies noted during an inspection shall be corrected before final acceptance. Such deficiencies will be corrected within seven (7) business days from the date of inspection at the Contractor's expense.
3. The Contractor shall provide warranty for a period of not less than twelve (12) months after acceptance of the work.

E. Use of Premises

1. During the progress of the specified work, the Contractor shall keep the premises free from accumulation of waste materials, rubbish, and other debris resulting from the work. At the completion of the work, the Contractor shall remove all waste materials, rubbish, and debris from, and around the premises as well as all tools, appliances, machinery, and surplus materials, and leave the site clean and ready for occupancy and/or use by the Town. All waste materials associated with this project shall be handled in accordance with federal, state and local regulations.

F. Safety and Protection

1. The Contractor shall be solely and completely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby.

G. Bidding Prices

1. Contractors shall provide bidding prices on new parts and materials. The Contractor shall bill the Town only for parts actually used on the project. Parts ordered and not used on the project shall remain the property of the Contractor. The Contractor upon completion of the job shall provide to the Contract Administrator an itemized list of all materials, parts and supplies on his company invoice. This invoice shall be accompanied by an itemized computer generated list from the supply house with part description or part number and the list price charged by the supplier. The Contractor shall then total the price of parts based upon the list price and subtract the above bid percentage from list price. This shall be the amount the Town will pay for parts, materials and supplies provided by the Contractor.

H. Contractor's Personnel

1. Identification

- a. Contractor's employees shall have proper photo identification bearing the Contractor's name whenever at the job site.
- b. Contractor's vehicle shall bear Contractor's name/logo whenever the Contractor is traveling to and from job site.
- c. Contractor's employees assigned to service Town's equipment shall carry identification confirming that they are bona fide employees of the Contractor and not subcontractors. Use of subcontractors without the written consent of the Town is cause for termination of the contract.

2. Qualifications

- a. All services shall be performed by certified service technicians who are qualified through factory or other training to work on the specific makes and types of equipment to be repaired/serviced and are directly employed and supervised by the Contractor. Each employee conducting service work shall have at least three (3) years of experience and be appropriately certified and licensed. Also, must have appropriate CFC (Chlorofluorocarbon Certification) certification form E.P.A. Evidence of state qualifications shall accompany the bid response. Town reserves the right to reject Contractor's service personnel who, in Town's judgment are not adequately qualified to perform the work

- b. Contractor shall maintain evidence of Technician Certification for Refrigerant Transition and Recovery as required by 40 CFT, Part 82, Subpart F of the EPA Clean Air Act, for any service employee who works on, installs, maintains, or otherwise repairs any system under the resulting contract.

I. Procedures for obtaining emergency service:

1. The Contractor shall furnish a minimum of two (2) telephone numbers to Contract Administrator. One number where they may be reached during normal working hours and a back up number for a twenty-four (24) hour emergency service.
2. When it has been determined that an emergency exists, Public Works will place a phone call to the phone number provided by the Contractor. If this call is to a pager, personnel will leave a number where the Contractor shall return the call and communicate their intentions. If the Contractor has not responded within twenty (20) minutes then a call will be placed to the backup number provided by the Contractor.
3. If Contract Administrator is not called, another attempt will be made to contact the Contractor. If after twenty (20) more minutes the Contractor has not responded, Contract Administrator will obtain a responsive service by contracting another Contractor. Non responsiveness to an emergency service may cause the contract to be terminated.

J. Servicing obligations

1. The Contractor will accept the servicing obligations of all existing operational equipment as listed herein in its present existing condition. The Contractor will be responsible for coordinating replacing warranty parts of any equipment with no charge to the Town for such replacement parts.

K. Delays and Extension of Time

1. Any claim for an extension of time for a delay for any cause shall be made by filing a notice of claim to the Town at the beginning of the occurrence or within three (3) days thereafter if the resulting delay was not reasonable foreseeable. If the asserted cause of delay is weather, the Contractor shall give such notice within three (3) days after the asserted commencement of the claimed delay. The notice of claim shall be in writing, and shall state the circumstances of the occurrence, the justification for the delay and for the extension of time, the estimated duration of the delay of the extension requested. The claim for an extension of time for weather delays shall be further substantiated by weather data collected during the period of delay. Said data must demonstrate that an actual departure from normal weather occurred at the work site during the dates in question. Within three (3) days after the cause of delay has been remedied, the Contractor shall give written notice to the Town of the actual time extension requested as a result of the claimed delay. Failure to file either of the notices as

required herein shall constitute an absolute waiver of any claim resulting from a delay of any sort.

L. Material and Workmanship

1. All parts furnished under this contract shall be new and genuine manufacturer's recommended or authorized replacement parts. Use of manufacturer rebuilt parts and components may be authorized by Town on a case by case basis provided these parts and components carry the same warranty as the new part or component. Use of used parts is strictly prohibited. Old parts replaced shall remain the property of Town except for rebuilt/exchange components which shall be retained by the Contractor for inspection by Town for no more than 5 business days.
2. The Contractor shall supply all parts for additional work outside of preventive maintenance at cost. Invoices shall be made available upon request by Town, and shall detail parts with description and model number.
3. Contractor shall maintain a sufficient quantity of repair parts in stock or have ready access to these parts in order to prevent unnecessary down time of equipment.
4. Contractor shall guarantee all parts and workmanship for a period of ninety (90) days or the manufacturer's warranty period, whichever is longer. Any repeated calls for repairs for the same reason or problem within this time period shall be made at no cost to Town.
5. The Contractor will accept the servicing obligations of all existing operational equipment as listed herein in their present existing condition. The Contractor will be responsible for coordinating replacing warranty parts of any equipment with no charge to the Town for such replacement.

5.2 Preventative Maintenance Inspection/Service:

Prior to performing any work, the Contractor's service personnel shall report to the Contract Administrator. Service personnel shall properly replace all covers with applicable screws/fasteners to ensure that the units are properly sealed. Service personnel shall record all service calls in the units log book and signed by appropriate Facility Maintenance personnel. Service personnel shall recommend minor repair requirements to the Contract Administrator via the quarterly preventive maintenance inspection/service report. The Contract Administrator shall approve all minor repair/replacement/service work prior to the work actually being performed. The Contractor shall invoice minor repair and replacement service separately from Preventive Maintenance Service. Servicing personnel must contact the Contract Administrator prior to performing any work. Here, also, service personnel shall record all service calls in a log book and signed off on by an appropriated building representative. The service personnel shall strictly adhere to all preventative maintenance schedules, as outlined. The Town will solicit major repair requirements, separately, with the Preventive Maintenance Contractor having the opportunity to bid.

5.3 Execution Requirements:

- A. Contractor provided materials shall include all labor, parts including such items as belts and filters, and other materials necessary to inspect, service, install and replacement parts, The PM inspections, and servicing of equipment shall include all HVAC related components such as condensers, compressors, evaporators, chillers, coils, manual and electronic valves, motors, pumps, air registers, diffusers and grilles, controllers, VAV boxes, exhaust fans, control systems and any other item associated with the existing HVAC equipment in order to maintain the equipment in a proper operating condition. The Contractor shall have the capability to respond for emergency repairs on a 24 hour, seven (7) days a week basis and within two (2) hours after receiving a call from Town staff.
- B. In order to reduce downtime to a minimum, if replacement compressors or other parts are not immediately available, the Contractor shall install provisional equipment that is compatible with the unit until the original replacement part under warranty has been delivered. Prior to replacing any compressors or other parts, Contractor must contact the Public Works Superintendent or Contract Administrator.
- C. All units shall have work performed at the site unless by the nature of required repairs it is necessary to remove a component of the unit or the complete service unit to the Contractor's shop for repairs. If a unit is taken out of service for any reason, the Contractor's service personnel shall notify the Contract Administrator or designee and informing the CA of the nature of repairs required. Electrically disconnected all units taken out of service and place a notice on the unit stating that the unit is out of order. Perform all minor repairs at the unit site.
- D. The Contractor shall completely serviced, maintained and repaired equipment including but not limited to the following:
 - 1. Air Handlers
 - 2. Chillers
 - 3. Water Cooled Condenser Units
 - 4. Cleaning and/or Replacing Filters
 - 5. Water Cooled Condensing Units with Cooling Towers and Water Pumps
 - 6. Air Cooled Condensing Units
 - 7. Water Treatment
 - 8. Air and/or Water Cooled Package Units
 - 9. Thermostats, Controls, Controllers, and CPU
 - 10. Energy Management Control System Components
 - 11. Exhaust Fans and Systems

12. VAV Boxes

- E. **Work Tickets:** The Contractor shall be required to complete work tickets (a separate ticket for each piece of equipment and a separate ticket for each separate time work is performed) upon completion of any scheduled maintenance, inspection, emergency work, and/or repair work, and shall complete ticket in detail as to the make, model, serial number, work performed, parts replaced, etc. Present these tickets in duplicate to the Contract Administrator, or designee, for approval and signature. Make certain that all copies are legible.
- F. **History Card:** The Contractor shall maintain a separate electronic history work file for each unit and will make the files the property of the Town and kept by the Contract Administrator. The Contractor shall update each file within forty-eight (48) hours of service. The file shall contain, but not is limited to, the following:
 - 1. Make
 - 2. Model
 - 3. Serial Number
 - 4. Service performed (including any preventative maintenance and/or inspections)
 - 5. Date of work performed, description of work and materials or parts provided.
 - 6. Name of technician(s)
 - 7. Complete information, related to warranty, parts, date of installation of the part and warranty expiration date.
- G. **Addition/deletion of Units:** During the Contract period, the Town reserves the right to add new units to the inventory and delete old units as required on a pro-rata basis for actual number of days unit was in service during a 30-day monthly period.
- H. **Parts:** All unit repairs shall use O.E.M. parts or approved equal. Inferior or used parts are expressly prohibited. The designated Town staff shall approve all parts, labor and installation for quality of parts and workmanship and compliance with this section.
- I. **Default Provision:** If the Contractor fails to perform preventative maintenance as scheduled or fails to respond within 24 hours after notification, the Contractor will forfeit the monthly charge for that location for the period in which the Contractor fails to perform.
- J. **Right to Subcontract:** If the Contractor considers using subcontractors for any portion of the Contract, the Contractor must provide to the Town, in writing, prior to any work being performed by the subcontractor, the name, address, specific type of work to be performed in relation to the contract, and a certificate stating that the subcontractor conforms to all the terms and conditions of the contract; the Town

reserves the right to approve or reject the subcontractor. Subcontractors cannot be changed without prior written approval of the Contract Administrator.

5.4 Service Requirements

- A. Service Contract shall be with Contractor only. Third party machinery Insurance coverage to replace Contractor's responsibility for complete maintenance service will not be acceptable to the Town; however, as specified herein and subject to prior Town approval, subcontracting will be permitted. The Contractor shall be held fully responsible for service under any resulting agreement.
- B. The Maintenance Service (Above and Beyond the PM Service) shall include:
 - 1. Regular and systematic preventive maintenance inspections of all equipment per manufacturer's recommendation.
 - 2. Major and minor repair labor, parts, oil lubricants, refrigerant materials and supplies to provide for the repair and/or replacement of moving parts, motor starters, motor rotors, gears, bearings, impellers, shafts and any other maintainable components including but not limited to condensers, compressors, evaporators, and chillers that may fail unexpectedly or due to wear and tear.
 - 3. Emergency service for the purpose of making necessary repairs and adjustments on 24 hour per day, 7 day per week basis. Contractor shall be required to respond to job site within two (2) hours of request for emergency service
 - 4. Furnish a written report specifying maintenance performed and repairs made after each inspection and service call.
 - 5. Complete water treatment services for all condensers and chilled water systems. This work may be subcontracted to a licensed water treatment service company and subject to prior Town approval.
 - 6. Contractor shall call Contract Administrator when he arrives at service location following check-in with location personnel.

5.5. Performance Requirements

- A. The Contractor shall perform its obligations and functions specified herein in accordance with this specification, and to industry standards. The Contractor shall coordinate its activities with and adjust its activities to the needs and requirements of Town departments, and shall perform its activities so as not to annoy, disturb, unreasonably interfere with or delay the operations or activities of the Town departments.
- B. Qualified professionals shall perform work in a neat manner, and in compliance with all Federal, State, and Town regulations. OSHA rules and regulations shall be followed at all times.

- C. Dates for commencement and completion of work are to be coordinated with the Contract Administrator.
- D. Any work required beyond that which is specified herein, shall be reported in advance to the Town. At no time shall work beyond the scope be performed without prior written authorization from the Town.

5.6 Equipment Work Checklist

A. Heat Pumps:

1. Change air side filter.
2. Check operation of dampers, Clean and lubricate dampers.
3. Lubricate fan motor bearing.
4. Check and record operating voltage and amperage to include all modulating motors and adjoining linkage and rods.
5. Check drive pulleys and belt; adjust and change as necessary.
6. Check and clean drain pans when accessible and add chlorine tablets to control algae.
7. Check all electrical connections and tighten as necessary.
8. Check calibration of temperature controls to include thermostats and sensors.
9. Check compressor operation, operating voltage, amperage, operating pressures, oil pressure and level, and record all levels.
10. Check superheat.
11. Check capacity controls and adjust as necessary.
12. Check entire machine for abnormal vibration or noise.
13. Check coils for cleanliness and fin condition and perform twice yearly cleaning of the coils at an agreed upon time to be determined by the facility manager or his designee.
14. Check condition and operation of contacts, relays and safety controls
15. Check for proper defrost operation.

B. Packaged Units (Gas/Electric):

1. Change air side filters
2. Lubricate motor bearings and check and record operating voltage and amperage. Change damaged or blown fuses as needed (all units).
3. Check economizer and gaskets.
4. Check condenser coil.
5. Check and clean drain pans and ensure flow is not impeded by dirt and debris to prevent blockage or overflow.
6. Check all electrical connections and tighten as necessary.
7. Check compressor operations; record operation voltage, amperage, operating pressure and suction line temperature (superheat).
8. Check safety controls.
9. Visually inspect the unit to ensure that the airflow required of combustion and condenser coil is not obstructed from the unit.
10. Visually inspect the flue stack to insure the exhaust path is clear and free of obstructions.
11. Check the operation of the gas ignition system.
12. Check and calibrate temperature controls.

13. Replace cabinet doors and all screws to ensure that the unit is properly sealed.

C. Air Condition Units, Air Handlers and Condensing Units:

1. Change air side filters.
2. Lubricate motor bearing, and check and record operating voltage and amperage.
3. Check drive pulleys and belts, adjust and change as necessary.
4. Check and clean drain pans when accessible and add chlorine tablets to help control algae.
5. Check all electrical connections and tighten as necessary.
6. Check and calibrate temperature controls.
7. Check compressor operations. Record operation voltage, amperage, operating pressure and suction line temperature (super heat).
8. Check entire machine for abnormal vibration or noise.
9. Check coils for cleanliness and fin condition; perform twice yearly cleaning of coils at an agreed upon time to be determined by the Facility Maintenance Supervisor.
10. Check condition and operation of contacts, relays and safety controls.
11. Replace cabinet doors and all screws to ensure that the unit has a proper seal.

D. Oil Fired Furnaces:

1. Change air side filters.
2. Check and tighten wire connections.
3. Check and test all safety controls.
4. Visually inspect fire box and heat exchanger for cracks or obstructions.
5. Check flue vent pipe condition and proper draft.
6. Replace oil filter.
7. Set electrode assembly and change nozzle.
8. Lubricate burner motor and check pump coupling and pressure.
9. Perform oil burner efficiency test and adjust as necessary.
10. Check and calibrate temperature controls.
11. Inspect fuel oil tank and related fuel lines for damage or corrosion.

E. Gas Fired Furnaces:

1. Change air side filters.
2. Check and tighten wire connections.
3. Check and test all safety controls.
4. Visually inspect heat exchanger for cracks or obstructions.
5. Check flue vent pipe condition and draft.
6. Clean and adjust burners as necessary.
7. Lubricate blower motor and adjust blower pulleys and belts as needed.
8. Check and calibrate temperature controls as needed.

F. Gas Fired Boiler Units:

1. Check and tighten wire connections as needed.
2. Check and test all safety controls and boiler controls.
3. Clean and adjust burner assembly.

4. Check flue vent pipe condition and draft.
5. Check temperature control and zone valve operation.
6. Check water pump coupling, oil motor bearings and pump bearings.
7. Shut down system in the spring.

G. Wall Mounted Heat Pump:

1. Change or clean air side filter.
2. Check wire connections.
3. Check refrigerant charge via temperature split method and record.
4. Check for vibration and noise.

H. VAV Boxes:

1. Change or clean air filters (quarterly)
2. Check Damper controls
3. Inspect damper motors

5.7 Servicing/Building Locations

1. Town Hall, 730 Elden Street
2. Town Depot, 717 Lynn Street
3. Community Center, 814 Ferndale Ave
4. Concession Stand, 814 Ferndale Ave
5. Community Center Tennis Facility 814 Ferndale Ave
6. Golf Course Clubhouse, 909 Ferndale Ave
7. Superintendent House, 1270 Old Heights Rd
8. Golf Course Maintenance Shop, 1272 Old Heights Rd
9. Herndon Police Department 397 Herndon Parkway
10. Town Shop, 1479 Sterling Rd
11. Herndon Municipal Center 777 Lynn Street
12. Town Council Chambers 765 Lynn Street
13. Community Development Center 1481 Sterling Rd
14. Hands Inc Building 750 Center Street
15. Runnymede House 195 Herndon Parkway
16. Cemetery Administrative Office

17. Cemetery Maintenance Shop

5.8 Location Unit Specifications

A. **397 HERNDON PARKWAY**
HERNDON POLICE DEPARTMENT

1. CARRIER ROOFTOP UNIT NUMBER 1
MODEL NUMBER sOHGCO24AA-6114N
SERIALNUMBER O7O5G1OOO4
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	BX42
FILTERS	9	16*25*2
TYPE OF HEAT	ELECTRIC	

2. CARRIER ROOFTOP UNIT NUMBER 1-A
MODEL NUMBER 5OHGCO24AA.611AN
SERIALNUMBER O7O5G1OOO5
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	BX42
FILTERS	9	16"25*2
TYPE OF HEAT	ELECTRIC	

3. CARRIER ROOFTOP UNIT NUMBER 3
MODEL NUMBER sOHJ.O12.661HV
SERIALNUMBER OsOsOG0599
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	A53
FILTERS	4	20"20*2
TYPE OF HEAT	ELECTRIC	

4. CARRIER ROOFTOP UNIT NUMBER 4
MODELNUMBER 5OHJ-014-651HV
SERIALNUMBER O5O5G5O6O3
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	BX48
FILTERS	4	20*20*2
TYPE OF HEAT	ELECTRIC	

5. CARRIER ROOFTOP UNIT NUMBER 5
MODEL NUMBER 5OHJ-014-651HV
SERIALNUMBER O5O5G5O6O4

VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	BX46
FILTERS	4	20*20*2
TYPE OF HEAT	ELECTRIC	

6. CARRIER ROOFTOP UNIT NUMBER 6
MODEL NUMBER 5OHJ-014.651HV
SERIALNUMBER O5O5G5O6O5
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	BX48
FILTERS	4	20*20*2
TYPE OF HEAT	ELECTRIC	

7. CARRIER ROOFTOP UNIT NUMBER 7
MODEL NUMBER 5OHGCO24M-611AN
SERIALNUMBER O7O5G10006
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	BX42
FILTERS	9	16*25*2
TYPE OF HEAT	ELECTRIC	

8. CARRIER ROOFTOP UNIT NUMBER 8
MODELNUMBER 5OHJ-012-66,1HV
SERIALNUMBER 0505G50598
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	A52
FILTERS	4	20*20*2
TYPE OF HEAT	ELECTRIC	

9. DECTRON ROOFTOP UNIT NUMBER 2
MODEL NUMBER RKH.O5O-7
SERIALNUMBER A2OO5O2OOO8
REF. NUMBER 19611-1
VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	B58
FILTERS	4	20*20*2 WASHABLE
TYPE OF HEAT	ELECTRIC	

10. DECTRON ROOFTOP UNIT NUMBER 9
MODEL NUMBER RKH-OsO-7
SERIAL NUMBER A2OO5O2OOO9

VOLTS 460
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	B57
FILTERS	4	20*20*2
TYPE OF HEAT	ELECTRIC	

11. DATA AIRE INC. FOR SERVER ROOM
MODEL NUMBER DAPA-2.534-CO
SERIAL NUMBER 2005-0081-A
VOLTS 460
PHASE 1

	QUANTITY	SIZE
FILTERS	1	20*20*2
SUPPLY FAN	Direct Drive 1	Belt A 41

POWER ROOF VENTILATORS			BELTS Size
PENN MODEL NUMBER DXO6B	TAG# EF1.1	1	31200
PENN MODEL NUMBER DXO6B	TAG# EF-1A-3 1		31200
PENN MODEL NUMBER DX14B	TAG# REF-1	1	4L240
PENN MODEL NUMBER FXOSB	TAG #EF-2-3	1	4L230
PENN MODEL NUMBER FXOSB	TAG# EF-2-2	1	4L240
PENN MODEL NUMBER FXO8B	TAG# FHEF.1 1		4L220
PENN MODEL NUMBER FX12BH	TAG# GEF-1	1	A-42
PENN MODEL NUMBER DXO6B	TAG# KEF-1	1	3L220

B. 397 HERNDON PARKWAY LEASE SIDE

1. CARRIER RTU#11 NEW 2013
MODEL NUMBER/50TCQD09B2MOAOB1 A0
SERIAL NUMBER 14212G40145
VOLTS 460 PHASE 3
FREON 410A
JOB# T02532
DATE MFG.1112012012

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		AX-48
FILTERS	4	20*20*2

2. CARRIER RTU# 12 NEW 2013
MODEL NUMBER/50A3C050CRQ621 GM
SERIAL NUMBER I 4312U49102
VOLTS 460 PHASE 3
FREON 410A
WO# 0590006051

	QUANTITY	SIZE
SUPPLY FAN BELTS 2 (Brownig)		5VX570
FILTERS 12		20*24*2

3. CARRIE RTU# 13 NEW 2013
MODEL NUMBER /SOTCQD 17B2MGA0B2A0
SERIAL NUMBE I 4212U48331
VOLTS 460 PHASE 3
FREON 410A
JOB# T02532
DATE MFG.1 112112012

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		BX-48
FILTERS 6		20*25*2

4. CARRIER RTU# 15 NEW 2013
MODEL NUMBER/SOTCQD 12B2MGA0B1A0
SERIAL NUMBER I 4212G40143
VOLTS 460 PHASE 3
FREON 410A
JOB# T02532
DATE MFG. 1 112112012

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		AX-49
FILTERS 4		20*20*2

C. 1481 STERLING ROAD

1. ROOFTOP UNIT NUMBER 1
MFG. CARRIER DATE MFG.8/1986
MODEL NUMBER 48DRO12
SERIAL NUMBER V694954
VOLTS 208/230
PHASE 3
TYPE OF HEAT GAS
BTU 231,000

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		A41
FILTERS 4		16*25*2
FILTERS 2		16*20*2

2. ROOFTOP UNIT NUMBER 2
MFG. CARRIER DATE MFG. B/1986
MODEL NUMBER 48DRO12
SERIAL NUMBER V695208
VOLTS 2081230
PHASE 3
TYPE OF HEAT GAS
BTU 231,000

QUANTITY	SIZE
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SUPPLY FAN BELTS	1	A-41	
FILTERS	4		16*25*2
FILTERS	2		16*20*2
3. ROOFTOP UNIT NUMBER 3			
MFG. CARRIER DATE MFG. 8/1986			
MODEL NUMBER 48DRO12			
SERIAL NUMBER V695202			
VOLTS 208/230			
PHASE 3			
TYPE OF HEAT GAS			
BTU 231,000			
	QUANTITY	SIZE	
SUPPLY FAN BELTS	1	A-41	
FILTERS	4		16*25*2
FILTERS	2		16*20*2
4. ROOFTOP UNIT NUMBER 4			
MFG. CARRIER DATE MFG. 8/1986			
MODEL NUMBER 48LDTOOss3O			
SERIAL NUMBER 3886G88667			
VOLTS 208/230			
PHASE 3			
TYPE OF HEAT GAS			
BTU			
	QUANTITY	SIZE	
SUPPLY FAN BELTS	DIRECT DRIVE		
FILTERS	1		16*25*2
FILTERS	1		20*25*2
FRIDRICH AIR CONDITIONER			
MODEL NUMBER MRO9C1D			
SERIAL NUMBER JGEHOOOg3			
VOLTS 115			
PHASE 1			

D. CEMETERY ADMINISTRATOR BUILDING

1. TRANE AIR HANDLER			
MODEL NUMBER 2TEC3F6OB1000AA			
SERIAL NUMBER 6512AOS1V			
VOLTS 200/230			
PHASE 1			
DATE MFG. 12/2006			
TYPE OF HEAT			
TRANE ELECTRIC HEAT PACKAGE			
MODEL NUMBER BAYHTRI4O5			
4.8 KW			
	QUANTITY	SIZE	
FILTERS	1		20*22*1

3. TRANE HEAT PUMP
MODEL NUMBER 2TWB3O6OA1OOOAA
SERIAL NUMBER 7 1O42JH2F
VOLTS 208/230
PHASE 1

E. CEMETERY MAINTENANCE SHOP

1. TRANE AIR HANDLER
MODEL NUMBER 2TEC3F1 881 OOOAA
SERIAL NUMBER 651 38BN2V
VOLTS 200/230
PHASE 1

	QUANTITY	SIZE
FILTERS	1	20*20*1

2. TRANE HEAT PUMP
MODEL NUMBER 2TWB3O1 8A1 OOOAA
SERIAL NUMBER 7O53WUK4F
VOLTS 200/230
PHASE 1
1/2007

F. COMMUNITY CENTER

1. POOLPAK ROOFTOP NUMBER 1
MODEL NUMBER SWHP120-2OA-BO5
SERIALNUMBER PPKO4O8O6
VOLTS 208
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS 4		B45
RETURN FAN BELTS 4		B45
FILTERS	POOLPAK BRAND	

2. POOLPAK ROOFTOP NUMBER 2
MODEL NUMBER SWHP'120-2OA-BO5
SERIAL NUMBER PPKO4O8O7
VOLTS 208
PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELTS 4		B45
RETURN FAN BELTS 4		B45
FILTERS	POOLPAK BRAND	

3. RTU# '1 SERVES POOL DESK AREA DESK AREA HVAC UNIT
INSTALLED
MFG. TRANE
MODEL NUMBER YCD180E3LCBA
SERIAL NUMBER 934100465D
DATE MFG. 8/2008

VOLTS 208/230 PHASE 3
 GAS HEAT HEATING BTU INPUT 250000
 HEATING BTU OUTPUT 203000

	QUANITITY	SIZE
FILTERS	4	20*20*2
QUANTITY	4	20*25*2
MAIN BLOWER BELT	1	BX71

4. RTU# 2 SERVES FITNESS ROOM HVAC UNIT
 MFG. TRANE
 MODEL NUMBER YSC060E3RHAOVCO1A2B000A7
 SERIAL NUMBER 9331015321
 DATE MFG. 8/2009
 VOLTS 208/230 PHASE 3
 GAS HEAT HEATING BTU INPUT 130000
 HEATING BTU OUTPUT 108000

	QUANTITY	SIZE
FILTERS	2	20*30*2
MAIN BLOWER BELT	1	AX26

5. RTU# 3 SERVES FITNESS ROOM HVAC UNIT
 MFG. TRANE
 MODEL NUMBER YSC092E3RHAONCO1A2B000A7
 SERIAL NUMBER 9331 0'1586L
 DATE MFG. 8/2009
 VOLTS 208/230 PHASE 3
 GAS HEAT HEATING BTU INPUT 200000
 HEATING BTU OUTPUT 160000

	QUANTITY	SIZE
FILTERS	4	20*25*2
MAIN BLOWER BELT	1	AX35

6. WOMENS LOCKER ROOM ROOFTOP HVAC UNIT
 MFG. VALENT
 MODEL NUMBER VPRE-1 1 0-8D-1 01
 SALES ORDER NUMBER 6099917120
 SERIAL NUMBER 11858752
 UNIT TAG # ERU-1
 MFG. DATE OCT. 2009

	QUANTITY	SIZE
FILTERS	10	20*20*2
FANS	DIRECT DRIVE	

7. MENS LOCKER ROOM ROOFTOP HVAC UNIT
 MFG. VALENT
 MODEL NUMBER VPRE-1 1 0-8D-1 01 -A-1AA
 SALES ORDER NUMBER 6099917/40
 SERIAL NUMBER 11858753
 UNIT TAG # ERU-2
 VOLTS 208
 PHASE 3

MFG. DATE OCT. 2009

	FILTERS	QUANTITY	SIZE
	FANS	10	20*20*2
		DIRECT DRIVE	
8.	RACQUET BALL COURT NUMBER 1		
	TRANE ROOFTOP UNIT NUMBER 3A		
	MODEL NUMBER YCZO6OF3MOBD		
	SERIAL NUMBER 5212M352H		
	SUPPLY FAN DIRECT DRIVE		
	TYPE OF HEAT GAS		
	FILTERS	QUANTITY	SIZE
		2	16*25*2
9.	RACQUET BALL COURT NUMBER 2		
	TRANE ROOFTOP UNIT NUMBER 3		
	MODEL NUMBER YCZO6OF3MOBD		
	SERIAL NUMBER 5205X7 P2H		
	SUPPLY FAN DIRECT DRIVE		
	VOLTS 208/230		
	PHASE 3		
	TYPE OF HEAT GAS		
	FILTERS	QUANTITY	SIZE
		2	16*25*2
10.	RACQUET BALL COURT NUMBER 3		
	TRANE ROOFTOP UNIT NUMBER 4		
	MODEL NUMBER YSCO6OA3RLA1 KDOOOOOOOOOO		
	SERIAL NUMBER 443100141L		
	VOLTS 208/230		
	PHASE 3		
	TYPE OF HEAT GAS		
	FILTERS	QUANTITY	SIZE
		2	16*25*2
11.	BRYANT ROOFTOP UNIT NUMBER 1 SERVES GYM		
	MODEL NUMBER 579FPV18O23OAGCB		
	SERIAL NUMBER 1899F16916		
	PRODUCT NUMBER 579FPV18O23O		
	VOLTS 208/230		
	PHASE 3		
	TYPE OF HEAT GAS		
	SUPPLY FAN BELTS 1	QUANTITY	SIZE
		B41	
	FILTERS	4	20*20*2
	FILTERS	4	16*20*2
12.	BRYANT ROOFTOP UNIT NUMBER 2 SERVES GYM		
	MODEL NUMBER 579FPV18O23OAGCB		
	SERIAL NUMBER 1899F16915		

PRODUCT NUMBER 579FPV'1 80230
 VOLTS 208/230
 PHASE 3
 TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1	B41	
FILTERS	4	20*20*2
FILTERS	4	16"20*2

13. BRYANT ROOTOP UNIT NUMBER 3 SERVES GYM
 MODEL NUMBER 579FPV'I8O23OAGCB
 SERIAL NUMBER 1899F16856
 PRODUCT NUMBER 579FPV1 80230
 VOLTS 208/230
 PHASE 3
 TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1	B41	
FTLTTERS	4	20*20"2
FTLTTERS	4	16*20*2

14. BRYANT ROOTOP UNIT NUMBER 4 SERVES GYM
 MODELNUMBER 579FPV18O23OAGCB
 SERIAL NUMBER 1899F16972
 PRODUCT NUMBER 579FPV1 80230
 VOLTS 208/230
 PHASE 3
 TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1	B41	
FTLTTERS	4	20*20*2
FILTERS	4	16*20*2

15. PEERLISS BOILER NUMBER 1
 BOILER NUMBER G-71gFDA-WUP
 SERIAL NUMBER TFDA-6501 -0689
 HEATING CAP BTU HOUR 2401000
 VA INSPECTION NUMBER VA102749

16. PEERLISS BOILER NUMBER 2
 BOILER NUMBER G-71 9FDA-WUP
 SERIAL NUMBER TFDA-6502-0689
 HEATING CAP BYU HOUR 2401000
 VA INSPECTION NUMBER VA102749

17. TRANE AIR HANDLER NUMBER 1 SERVES COMMUNITY ROOM
 MODEL NUMBER LPCAD1 7D1 EORT00000'1
 O2GADE000000000000
 SERIAL NUMBER T06404545
 VOLTS 208
 PHASE 3

TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		BX53
FILTERS	6	20*25*2
FILTERS	6	16*25*2

18. TRANE CONDENSING UNIT NUMBER CU.1 FOR AIR HANDLER 1
 MODEL NUMBER RAUCC3OEBY13OB00000000
 SERIAL NUMBER CO6AOO6O2
 VOLTS 208/230
 PHASE 3
 DATE MFG. 212006

19. TRANE AIR HANDLER NUMBER 2 SERVES GAME ROOM
 MODEL NUMBER LPCAD1 OD1 EORT00000001
 O2EAHE00000000000000
 SERIAL NUMBER T06A04546
 VOLTS 208
 PHASE 3
 TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		BX31
FILTERS	4	20*20*2
FILTERS	2	14*20*2

20. TRANE CONDENSING UNIT NUMBER CU-2 FOR AIR HANDLER 2
 MODEL NUMBER TTA1 sOB3OOEA
 SERIAL NUMBER 6O43O2CAD
 VOLTS 208/230
 PHASE 3

21. TRANE ROOFTOP UNIT B SERVES PRE SCHOOL MODEL NUMBER
 YCHO92A3RXA29BOBCOOOBOOO
 SERIAL NUMBER 6061020231
 VOLTS 208/230
 PHASE 3
 DATE MFG, 212006
 TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		A35
FILTERS	4	20*25*2

22. TRANE ROOFTOP UNIT NUMBER 7 SERVES ARTS AND CRAFTS
 MODEL NUMBER YCD151C3LMBB
 SERIAL NUMBER 607100879D
 VOLTS 208/230
 PHASE 3
 DATE MFG. 212006
 TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		BX62

FTLTERS	4	20*25*2
FILTERS	2	20*20*2

23. TRANE ROOFTOP UNIT NUMBER 6 SERVES INSIDE ROOMS FRONT OFFICE

MODEL NUMBER YHCO63A3RYAORBOCOOOBOOO

SERIAL NUMBER 606101831 L

VOLTS 208/230

PHASE 3

DATE MFG. 212006

TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		AX26
FILTERS	2	20*30*2

24. TRANE ROOFTOP UNIT NUMBER 5 SERVES OUTSIDE ROOMS FRONT OFFICE

MODEL NUMBER YCD181C3HACA

SERIAL NUMBER 607100863D

VOLTS 208t230

PHASE 3

DATE MFG. 212006

TYPE OF HEAT GAS

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		BX64
FILTERS	4	20*20*2
FILTERS	4	20*25"2

25. TENNIS BUBBLE

AIR HANDLER

MODEL NUMBER FAN SECTION #

SERIAL NUMBER FAN SECTION#

VOLTS 460

PHASE 3

	QUANTITY	SIZE
MAIN BLOWER BELTS		
FILTERS		

26. FURNANCE

Power Flame Burner

Model NUMBERJR50A-15B

SERIAL NUMBER 079936293

VOLTS 115

PHASE 1

G. **765 LYNN STREET**
COUNCIL CHAMBERS

1. TRANE MODULE AIR HANDLER

MODEL NUMBER FAN SECTION #

MCCA02 1 GALOAPOOBOHOECAAOOCOAOOOAAACAOODOOOOOOO

SERIAL NUMBER FAN SECTION# K95M95082
 VOLTS 460
 PHASE 3

	QUANTITY	SIZE
MAIN BLOWER BELTS	2	5VX880
RETURN AIR BELTS 1		BX90
FILTERS	6	20*24*2

2. TRANE AIR COOLED CHILLER
 MODEL NUMBER CGAEO4O4ABA1FGI
 SERIAL NUMBER J95JB2136
 VOLTS 460
 PHASE 3

3. DUCT HEATER FOR TRANE AIR HANDLER
 MFG. INDEECO
 CODE#TRAG
 TYPE# XUB
 25
 VOLTS 480
 PHASE 3
 MFG. DATE 1995

3. TRANE AIR HANDLER SERVES CONFERENCE ROOM
 MODEL NUMBER TWHO36B14OA1
 SERIAL NUMBER K38363933
 VOLTS 200/230
 PHASE 1

	QUANTITY	SIZE
FILTERS	1	20*25*1

4. TRANE CONDESING UNIT CONFERENCE ROOM
 MODEL NUMBER TWRO3OC10OA3
 SERIAL NUMBER K3914LRFC
 VOLTS 200/230
 PHASE 1
 DATE MFG. 9/1995

5. TRANE A.C.U.2 SERVES ELEVATOR PUMP ROOM
 MODEL NUMBER TWHO18814OA1
 SERIAL NUMBER K38364158
 VOLTS 200/230
 PHASE 1
 DATE MFG. 9/1995

	QUANTITY	SIZE
FILTERS	1	20*20*1

6. TRANE CONDESING UNIT FOR A.C.U.2
 MODEL NUMBER TWRO18C10OA1
 SERIAL NUMBER K384N9PCF
 VOLTS 200/230

PHASE 1
DATE MFG. 90/1995

H. **717 LYNN STREET**
DEPOT

1. CARRIER AIR HANDLER LOCATED IN CRAWL SPACE
MODELNUMBER FV4CNB006
SERIAL NUMBER 51111A85059
Product Number FVCNB006T00AAAA
VOLTS 208/230
PHASE 1

	QUANTITY	SIZE
FILTERS	1	12*24*1

4. CARRIER CONDENSING HEAT PUMP
MODEL NUMBER 25HCC560A300
SERIAL NUMBER 0412E04873
VOLTS 200/230
PHASE 1

I. **909 FERNDALE AVENUE**
GOLF CLUBHOUSE

1. CARRIER HEAT PUMP
MODEL NUMBER 4ORMQO12-BSOOHC
SERIAL NUMBER 4495F76729
VOLTS 208/230
PHASE 3
TYPE OF HEAT BACKUP

ELECTRIC 15 KW

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		A-39
FILTERS	4	16*24*2

2. CARRIER CONDENSING UNIT
MODEL NUMBER 38AQSO1 2-500
SERIAL NUMBER 5095F82672
VOLTS 208/230
PHASE 3

3. CARRIER HEAT PUMP
MODEL NUMBER 4ORMQO16-861 1HC
SERIAL NUMBER 3006U18026
VOLTS 208/230
PHASE 3
TYPE OF HEAT BACKUP

ELECTRIC

	QUANTITY	SIZE
SUPPLY FAN BELTS 1		B40
FILTERS	5	16*20*2

5. CARRIER CONDENSING UNIT
 MODEL NUMBER 38AQSO16
 SERIAL NUMBER O5O7G3OO55
 VOLTS 208t230
 PHASE 3

6. BATHROOM EXHAUST FAN	QUANTITY	SIZE
BELTS	1	A26

6. KITCHEN HOOD	QUANTITY	SIZE
BELTS	1	A32

J. **1272 OLD HEIGHTS ROAD**
GOLF MAINTENANCE SHOP

1. TRANE AIR HANDLER
 MODEL NUMBER TWEO6OPI 3OBO
 SERIAL NUMBER 32367QB1V
 VOLTS 208/230
 PHASE 3

SUPPLY FAN	DIRECT DRIVE	
FILTERS	QUANTITY	SIZE
	1	20*25*1

2. TRANE HEAT PUMP
 MODEL NUMBER 2TWAOO6OA3OOOAB
 SERIAL NUMBER 3383YBC2F
 VOLTS 208/230
 PHASE 3
 DATE MFG. 9/2003

3. MAKE UP AIR UNITS
 MA-1 MFG.ARES
 MODEL NUMBER SC-1 BE2E
 SERIAL NUMBER A5440
 VOLTS 208 PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELT 1		A68
INDEECO DUCT HEATER 60 K.W.		

4. MA-2 MFG. ARES
 MODEL NUMBER SC-1 BE2E
 SERIAL NUMBER A5439
 VOLTS 208 PHASE 3

	QUANTITY	SIZE
SUPPLY FAN BELT 1		A68
INDEECO DUCT HEATER 60 K.W.		

K. **1270 OLD HEIGHTS ROAD**
GOLF SUPERINTENDENT HOUSE

1. AIR HANDLER
MFG .ADVANCED DISTRIBUTOR PRODUCTS
MODEL NUMBER RCME3623O5OO2
SERIAL NUMBER 6006E35493
VOLTS 280/240
PHASE 1

	QUANTITY	SIZE
FILTERS	1	18*20*1
SIPPLY FAN	DIRECT DRIVE	
2. DUCANE HEAT PUMP
MODEL NUMBER 2HP1 3L3OP-14
SERIAL NUMBER 4606E25828
VOLTS 208/230
PHASE 1

L. **750 CENTER STREET**
ART SPACE/HANDS INK

1. CARRIER AIR HANDLER
MODEL NUMBER 5BMXA120-20
SERIAL NUMBER 3196A00577
VOLTS 115
PHASE 1
TYPE OF HEAT GAS
BTU 120,000

	OUANTITY	SIZE
FILTERS	1	16*25*1
2. CARRIER CONDENSING UNIT
MODEL NUMBER 38CKCO6O-521
SERIAL NUMBER
VOLTS 2A8/230
PHASE 3
3. BRYANT AIR HANDLER
MODEL NUMBER 395CAVO6OO09O
SERIAL NUMBER 5192A1 1619
VOLTS 115
PHASE 1
TYPE OF HEAT GAS
BTU 110,000

	QUANTITY	SIZE
FILTERS	1	24*24*1
4. CARRIER CONDENSING UNIT
MODEL NUMBER 561QAPX06OOOOAEAA
SERIAL NUMBER

VOLTS 208/230
PHASE 3

5. BRYANT DUAL AIR HANDLER
LEFT SIDE
MODEL NUMBER 395CAVO48O75
SERIAL NUMBER 0692A021 96
VOLTS 115
PHASE 1
TYPE OF HEAT GAS
BTU 88, 000

6. RIGHT SIDE
MODEL N UMBER 395CAVO48O75
SERIAL NUMBER 069240217 6
VOLTS 115
PHASE 1
TYPE OF HEAT GAS
BTU 88, 000

	QUANTITY	SIZE
FILTERS	2	20"25*1

7. BRYANT CONDENSING UNIT MODEL NUMBER 569DPXO9OOOB
SERIAL NUMBER 4008G10127
VOLTS 208/230

M. 777 LYNN STREET
HERNDON MUNICIPAL CENTER

1. MCQUAY ROOFTOP UNIT NUMBER 1
MODEL NUMBER RDTO45CSY
SERIAL NUMBER2G01750 01
VOLTS 460
PHASE 3

	QUANTITY	SIZE
MAIN BLOWER BELTS	3	BX75
RETURN BLOWER BELT	1	BX9 3
FILTERS	7	16*20"2
FILTERS	21	16*25"2

2. MCQUAY ROOFTOP UNIT NUMBER 2
MODEL NUMBER RDTOTOC SY
SERIAL NUMBER 32G0175101
VOLTS 460
PHASE 3

	QUANTITY	SIZE
MAIN BLOWER BELTS	4	B75
RETURN BLOWER BELT	2	BX82
FILTERS	7	16*20*2
FILTERS	21	16*25"2

3. LIEBERT CEILING UNIT 1ST FLOOR IT ROOM
LIEBERT CONDENSING UNIT CAC-1
MODEL NUMBER N/A
SERIAL NUMBER N/A

	QUANTITY	SIZE
FILTER	1	20*20"1

4. A/C NUMBER 1 SERVES ELEVATOR PUMP ROOM
INTER-CITY AIR HANDLER
MODELNUMBER BM1912GSPL4
SERIALNUMBER 1940390863
VOLTS 208/240
PHASE 1
TYPE OF HEAT PUMP

	QUANTITY	SIZE
FILTER	1	16*20*1

5. A/C HEAT PUMP NUMBER 1 CONDENSING UNIT INTER-CITY
MODEL NUMBER YEO3OG
SERIAL NUMBER L941259937
VOLTS 208/230
PHASE 1

6. EXHAUST FANS NUMBER EF-1
MFG. CENTRIR MASTER VENTSEL
MODEL NUMBER QBR245L
SERIAL NUMBER NSE544614
H.P.2
RPM 822
VOLTS 200/230/460
PHASE 3

	QUANTITY	SIZE
BELTS	1	A43

7. TRANE EXHAUST FAN F-8
MODELNUMBER CUBA16TFISOOOABCD
SERIALNUMBER A95K44016
VOLTS 200/230/460
PHASE 3
H.P .333
RPM 848

	QUANTITY	SIZE
BELTS	1	A32

8. NEW SERVER ROOM
MFG. LIEBERT AH-1
MODELNUMBER BUO36E-AGEISB96
SERIAL NUMBER NO7H74OO75
VOLTS 460
PHASE 1

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	A37
FILTERS	1	28.5*29.5*4
LIEBERT FILTER PART # 136550P2		

9. LIEBERT CONDENSING UNIT CU-1
MODEL NUMBER PFHO42A-AH3
SERIAL NUMBER 0733N152867
VOLTS 460
PHASE 1

10. NEW SERVER ROOM
MFG. LIEBERT AH-2
MODEL NUMBER BUO36E-AGEISB96
SERIAL NUMBER NO7H740076
VOLTS 460
PHASE 1

	QUANTITY	SIZE
SUPPLY FAN BELTS	1	A-37
FILTERS	1	28.5*29.5*4
LIEBERT FILTER PART #1 36550P2		

11. LIEBERT CONDENSING UNIT CU.2
MODEL NUMBER PFHO42A.AH3
SERIAL NUMBER 0733N152878
VOLTS 460
PHASE 1

N. **730 ELDEN STREET**
TOWN HALL

1. BASEMENT AIR HANDLER
MFG. TRANE
MODEL NUMBER GAM5BOB36M31SAA
SERIAL NUMBER 13331SN22V
VOLTS 20/230
PHASE 1

	QUANTITY	SIZE
FILTERS	1	20*20*1

2. CONDENSING UNIT FOR BASEMENT AIR HANDLER
MFG. TRANE
MODEL NUMBER 4TTB4036E1000BA
SERIAL NUMBER 131927GU5F
VOLTS 208/230
PHASE, 1
REFRIGERANT 410A

3. 1ST FLOOR AIR HANDLER
MFG. TRANE
MODEL NUMBER GAMB5BOC60M51SAA

LENNOX NUMBER 13304LP02V
VOLTS 200/230
PHASE 1

	QUANTITY	SIZE
FILTERS	2	20*20*1

4. 1ST FLOOR CONDENSING UNIT
MFG. TRANE
MODEL NUMBER 4TTB4060E1000BA
SERIAL NUMBER 122646AK2F
VOLTS 208/230
PHASE 1
REFRIGERANT 410A

5. 2ND FLOOR AIR HANDLER
MFG. TRANE
MODEL NUMBER GAM5B0C60M51SAA
SERIAL NUMBER 13304LP02V
VOLTS 208/230
PHASE 1

	QUANTITY	SIZE
FILTERS	1	20*20*1

6. 2ND FLOOR CONDENSING UNIT
MFG. TRANE
MODEL NUMBER 4TTB060E1000BA
SERIAL NUMBER 1226455E2F
VOLTS 208/230
PHASE 1
REFRIGERANT 410A

7. BOILER LOCHINVAR
MODEL NUMBER WHN199
SERIAL NUMBER K12H30077419
VA INSPECTION NUMBER 198005

8. HEAT PUMP MITSUBISHI
MODEL NUMBER PUZ-A18NHA4
SERIAL NUMBER 23U1504B
SERVICE NUMBER PUZ-A18NHA4R1

O. **1479 STERLING ROAD**
TOWN SHOP

1. MAIN AIR HANDLER
MFG. CARRIER
MODEL NUMBER 39ED19
SERIAL NUMBER 3491T 32682
VOLTS 480
PHASE 1
TYPE OF HEAT GAS

2. MFG.STERLING DUCT FURNACE
MODEL NUMBER QVD-3OOS-M
SERIAL NUMBER 806633368002001
VOLTS 115
PHASE 1
BTU 300,000
3. MFG.STERLING DUCT FURANCE
MODEL NUMBER QVD-3OOS-M
SERIAL NUMBER 806633368001 OO1
VOLTS 115
PHASE 1
BTU 300,000

	QUANTITY	SIZE
FILTERS	6	20*25*2
FILTERS	6	25*25*2
4. CONDENSING UNIT FOR MAIN AIR HANDLER
MFG. CARRIER
MODEL NUMBER 38AKSO44-601
SERIAL N UMBER 24060Q0477 B
VOLTS 480
PHASE 1
5. AIR HANDLER DISPATCH AREA
MFG. CARRIER
MODEL NUMBER 5BDLA1 10-10122
SERIAL N UMBER 4702A421 50
VOLTS 115
PHASE 1
TYPE OF HEAT GAS
BTU 110,000

	QUANTITY	SIZE
FILTERS	1	16*25*1
6. CONDENSING UNIT FOR DISPATCH AIR HANDLER
MFG. CARRIER
MODEL NUMBER 38CKO6O37O
SERIAL NUMBER 4202E1861 5
VOLTS 208/230
PHASE 1
7. MECHANIC SHOP AREA ROOF VETILATORS

	QUANTITY	SIZE
BELTS	6	4L470
BELTS	1	3L330
8. RESTROOM ROOF VETI LATORS

	QUANTITY	SIZE
BELTS	1	4L230

9. MECHANICAL ROOM VENTILATOR

	QUANTITY	SIZE
BELTS	2	4L470

P. **195 HERNDON PARKWAY**
RUNNYMEADE HOUSE

1. OIL BOILER
AMERICAN STANDARD
MODEL NUMBER
SERIAL NUMBER
VOLTS 115
PHASE 1

Q. **TENNIS BUBBLE**
GAS FURNACE

Power Flame Burner Co.
Model Number JR5CA-15B
Serial Number 079936293
Min 650 MBH
Max 2500 MBH

FURNACE BLOWER BELTS

	QUANTITY	SIZE
BELTS	3	B150

BUBBLE FAN
FIZER INC. AIR MANAGEMENT SYSTEM

	QUANTITY	SIZE
FAN BELTS	2	B78
FAN BELTS	4	B83



TOWN OF HERNDON

P.O. BOX 427
HERNDON, VA 20172
(703) 435-6800

INVITATION FOR BID

INVITATION NO: IFB 16 - 02	HVAC PREVENTION MAINTENANCE SERVICES	OPENING:
DELIVERY: AS REQUIRED BY CONTRACT	TERMS:	FAX NUMBER: ()
BIDDER NAME AND ADDRESS: EMAIL: _____		NOTICE TO ALL BIDDERS: All equipment and/or services provided under this invitation for Bid shall conform to the specifications and all terms and conditions as set forth.
PHONE NUMBER: ()		

******BIDDERS MUST BID ON ALL ITEMS IN ORDER TO QUALIFY FOR AWARD CONSIDERATION******

Part 1 – Units and Locations		
Site Locations	Number and Type	Annual Cost
1. Police Facility (397 Herndon Prky)	10 Rooftop Units 1 Server Room Unit	
2. 397 Herndon Parkway Lease Side	4 Rooftop Units 1 Condenser Unit	
3. 1481 Sterling Road	4 Rooftop Units 1 Fridrich Air Conditioner	
4. Cemetery Administration Building	1 Air Handler 1 Heat Pump	
5. Cemetery Maintenance Shop	1 Air Handler 1 Heat Pump	
6. Community Center	2 Poolpak Rooftop Units 17 Rooftop Units 3 Air Handlers/Condensers 2 Boilers	

7. Council Chambers (765 Lynn Street)	25 VAV's 1 Chiller 1 Air Handler 2 Heat Pumps	
8. Depot (717 Lynn Street)	1 Heat Pump 1 Air Handler	
9. Golf Clubhouse (909 Ferndale Ave.)	2 Heat Pumps 1 Bathroom Exhaust Fan 1 Kitchen Hood 2 Air Handlers	
10. Golf Maintenance Shop (1272 Old Heights Road)	1 Air Handler 1 Heat Pump 1 Duct Heater Makeup Air Units	
11. Golf Superintendent House (1270 Old Heights Road)	1 Heat Pump 1 Air Handler	
12. Arts Space (750 Center Street)	3 Condensers 2 Gas Furnaces	
13. Herndon Municipal Center	2 Rooftop Units 3 Liebert Units 1 Heat Pump 2 Exhaust Fans	
14. Town Hall (730 Elden Street)	4 Heat Pumps 3 Air Handlers 1 Boiler	
15. Town Shop (1479 Sterling Road)	1 Main Air Handler Unit 2 Furnaces 1 Main Condensing Unit 1 Heat Pump 5 Shop Roof Ventilators 1 Restroom Ventilator	
16. Runnymede House (195 Herndon Parkway)	1 Boiler	
17. Tennis Bubble	1 Gas Furnace	
GRAND TOTAL OF PART 1		

Part 2: Labor Rates		
Description	Hourly Cost	
Labor – regular hours (Monday - Friday. 7:00AM – 4:00 PM)		
Technician per hour		
Technician Helper per hour		
Labor – overtime (Monday - Friday. 4:00PM – 7:00 AM) weekends and holidays		
Technician overtime per hour		
Technician helper overtime per hour		
Part 3: Materials discount:		
Description	Percentage Discount	
Town repairs will be performed on a time and materials basis. % discount off list price on parts:		
(Include sample price list that indicates vendor cost on parts that are related to the equipment described and discount. It is the responsibility of the vendor to familiarize themselves with the equipment and parts.)		

Have all Specifications included in this Invitation for Bid been met?

☐ YES ☐ NO [If NO, please list all exceptions in detail.

SIGNATURE _____

PRINTED NAME _____ DATE _____

****BIDDERS MUST BID ON ALL ITEMS IN ORDER TO BE CONSIDERED FOR AN AWARD****

ATTACHMENT A

REFERENCES

QUALIFICATIONS OF BIDDER/ OFFEROR: Bidder/offeror must have the capability and capacity in all respects to fully satisfy the contractual requirements.

Indicate the length of time you have been in business providing this type of service and/or product.

_____ Year(s) _____ month(s)

Provide a list of at least three (3) similar accounts that your company has provided similar goods and/or services to during the past twelve (12) months.

Please print or type

References for: _____

Bidders/ offerors shall provide references on this form.

1. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____

2. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____

3. Firm Name _____
Contact _____
Title _____ E-mail _____
Mailing Address _____
Phone _____ Fax _____

ATTACHMENT B

BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE

All firms located or operating in the Town must obtain a Business, Professional and Occupational License (BPOL) as required in the Municipal Code, Article VII and local license tax authorized, Code of Virginia, § 58.1-3700 et seq.

In order for the Department of Finance to determine BPOL requirements prior to contract award, please provide the following information:

- If you currently have a Town business license, please submit a copy of the current license with your bid/proposal.
- Do you have an office in: Virginia ☐ yes ☐ no
 Town ☐ yes ☐ no
- Date business began/will begin work in the Town _____

Provide a description of the business activity that will take place in the Town:

Authorized Signature

Date

Please return this form and a copy of current Town business license (if applicable) with your bid/proposal. Contract award may not be made if omitted.

ATTACHMENT C
TOWN OF HERNDON

Contractor Certification, Agreement, and Affidavit

As to Eligibility for Employment in the United States

Affidavit

This _____ day of _____ 20__ appeared before me, a notary public for the jurisdiction identified below, _____ the _____ of _____ (Contractor) who after being duly sworn made oath as follows:

1. This instrument supplements and is part of the contract between the Town of Herndon, Virginia (Town) and _____ Contractor (contract).
2. The consideration to support this instrument is the same consideration that supports the contract.
3. Contractor certifies that it does not and will not during the performance of this contract violate (i) the provisions of the Federal Immigration Reform and Control Act of 1986, as amended, and §40.1-11.1, Code of Virginia, which prohibit the employment of aliens not legally eligible for employment in the United States, and (ii) the provisions of Federal and State employment and wage hour laws. To carry out and support a major element of the above certification, the Contractor certifies to the Town that all Contractors' employees and all employees of each of Contractor's subcontractors working on the subject of this contract are legally eligible for employment in the United States.
4. As to each such employee the federal I-9 employment eligibility verification process, or federal Employment Eligibility Verification (E-Verify) Program, or both, has been undergone.
5. Contractor agrees to update this assurance for new employees and to be audited by the Town for compliance with the contractual provision identified as in 3(i) above. During this audit, Contractor shall provide Town access to any public documentation that relates to verifying the employees' legal eligibility for employment in the United States and that relates to employees of the Contractor or of any subcontractor working on the subject of this contract, in cases where the Town harbors a reasonable suspicion that such employee(s) may be not legally eligible for employment in the United States. The documentation will indicate that the federal I-9 employment eligibility verification process or the federal Employment Eligibility Verification (E-Verify) Program

or both as to each such employee has been undergone. The Contractor shall not produce documentation in this regard that is explicitly prohibited by federal or Virginia law from public disclosure.

6. The Contractor shall include and enforce the language in this paragraph in every subcontract issued under this contract and shall require the subcontractor to do the same.

[Contractor]

Name: _____

By: _____

Title: _____

Commonwealth of Virginia:

County of Fairfax:

Subscribed, sworn to, and acknowledged this _____ day of _____ 20____, by
_____ the _____ of
_____ [Contractor], a
_____ [here put type of entity], on behalf of this entity.

Notary Public

My commission expires: _____

Notary registration number: _____

Please return this executed form with bid or proposal. Contract award will not be considered if omitted.

(Vendor: The general rules and conditions that follow apply to all purchases and become a definite part of each formal solicitation and resulting Contract award issued by the Town of Herndon, unless otherwise specified. Bidders, Offerors, Contractors, Vendors or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, scope of work or specifications before submitting bids or proposals; failure to do so is, solely, at the Bidders', Offerors', Contractors' or Vendors' own risk and relief cannot be secured on the plea of error.)

Subject to all State and local laws, policies, resolutions, and regulations and all accepted rules, regulations and limitations imposed by legislation of the Federal Government, bids or proposals on all solicitations issued by Town of Herndon will bind Bidders or Offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

AUTHORITY – The Procurement Official has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, Contract and/or purchase order (except for capital construction projects) issued by the Town. In the discharge of these responsibilities, the Procurement Official may have the assistance by assigned buyers. Unless specifically delegated by the Procurement Official, no other Town officer or employee is authorized to order supplies or services, enter into purchase negotiations or Contracts, or in any way obligate the government of the Town for indebtedness. Any purchase ordered or Contract made that is contrary to these provisions and authorities shall have no effect and is void and the Town is not bound thereby.

DEFINITIONS –

AGENCY: Any Department, Agency, Authority, Commission, Board or other unit in the Administrative Service of the Town.

BEST VALUE: As predetermined in the solicitation, means the overall combination of quality, price, and various elements of required services that, in total, are optimal relative to a public body's needs.

BID: The offer of a Bidder to provide specific goods or services at specified prices and/or other conditions specified in the solicitation.

BIDDER: Any individual, company, firm, corporation, partnership or other organization bidding on solicitations issued by the Procurement Official and offering to enter into Contracts with the Town.

CONTRACTOR: Any individual, company, firm, corporation, partnership or other organization to whom an award is made by the Town.

GOODS: All material, equipment, supplies, printing, and automated data processing/information technology hardware and software.

INFORMALITY: A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid or the request for proposal that does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

INVITATION FOR BID (IFB): A request that is made to prospective suppliers (Bidders) for their quotation on goods or services desired by the Town. The issuance of an IFB will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.

OFFEROR: Any individual, company, firm, corporation, partnership or other organization submitting a proposal to solicitations issued by the Procurement Official and offering to enter into Contracts with the Town.

PROFESSIONAL SERVICES: Any type of work that is performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, dentistry, land surveying, landscape architecture, law, medicine, optometry, pharmacy, or professional engineering (that is procured as set forth in the Code of Virginia §2.2-4301). in the definition of competitive negotiation and in conformance with the Purchasing Regulations, required but not furnished by its own employees, that is in its nature so unique that obtaining it requires negotiation on the basis of demonstrated competence and qualification for the type of professional service required and at fair and reasonable compensation rather than by competitive sealed bidding.

PROCUREMENT OFFICIAL: The Procurement Official employed by the Town Council of the Town of Herndon.

REQUEST FOR PROPOSAL (RFP): A solicitation that is part of the competitive negotiation process and indicating in general terms that which is sought for acquisition from the Offeror. The RFP will specify the factors used to evaluate the Offeror's proposal and will contain or incorporate by reference other contractual terms and conditions including any unique capabilities, specifications or qualifications applicable to the procurement.

RESPONSIBLE BIDDER/OFFEROR: An individual, company, firm, corporation, partnership or other organization having the capability in all respects to perform fully the Contract requirements, and also having the moral and business integrity and reliability that will assure good faith performance, and having been prequalified, if required.

RESPONSIVE BIDDER/OFFEROR: An individual, company, firm, corporation, partnership or other organization having submitted a bid or proposal that conforms in all material respects to the invitation for bid or request for proposal.

SERVICES: Any work performed by an independent Contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

SOLICITATION: The process of notifying prospective Bidders or Offerors that the Town wishes to receive bids or proposals on a set of requirements to provide goods or services. The notification of the Town requirements may consist of public advertising (newspaper, Town Web Site, or other electronic notification), the mailing of Notices of Solicitation, Invitation for Bid (IFB) or Request for Proposal (RFP) or telephone calls to prospective Bidders.

STATE: Commonwealth of Virginia.

CONDITIONS OF BIDDING/BID PREPARATIONS

CLARIFICATION OF TERMS: If any prospective Bidder/Offeror has questions about the specifications or other solicitation documents, the prospective Bidder/Offeror should contact, **in writing**, the Chief of Revenue & Procurement NO LATER THAN TEN (10) WORKING DAYS BEFORE due date. Revisions to the solicitation are made only by addendum issued by the Purchasing Office. The Town reserves the right to answer the questions in writing, by voice telephone, or by fax and will supply the same information to all known prospective Bidders/Offerors.

BID FORMS – Unless otherwise specified in the solicitation, all bids shall be submitted on the forms provided, to include the bid Cover Sheet and Pricing Schedule(s), properly signed in ink in the proper spaces and submitted in a sealed envelope provided with the solicitation. The item pages of the Pricing Schedule which do not include any items for which a bid is required need not be included in the submission of a bid. Should the bid prices and/or any other submissions differ on the copy of the submitted bid, the ORIGINAL copy shall prevail.

LATE BIDS & MODIFICATIONS OF BIDS –

a. Any bid/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/modification is considered a late bid/modification. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any bid. A late bid/modification will not be considered for award except under the following conditions only:

1. It was sent by registered or certified mail not later than the fifth (5th) calendar date prior to the date specified for receipt of the bid/modification; or

2. The bid/modification was sent by mail and it is determined by the Procurement Official that the late receipt was due solely to mishandling by the Town after receipt at the address specified in the solicitation.

b. If the Town declares administrative or liberal leave, scheduled bid openings or receipt of proposals will be extended to the next business day.

c. The time of receipt of bids at the specified location is the time-date stamp of such location on the bid wrapper or other documentary evidence of receipt maintained by the specified location.

d. Bids shall be received in the Purchasing Department from the hours of 7:30 – 4:30 Monday – Friday. The Town accepts no liability for late or non-receipt of bids. The Town will, also, not consider for award a late hand-carried bid, or any other late bid not submitted by mail.

WITHDRAWAL OF BIDS –

a. A Bidder for a public construction Contract, other than a Contract for construction or maintenance of public highways, may withdraw his or her bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a Bidder may withdraw his bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. The Bidder shall give notice in writing to the Procurement Official of his or her claim of right to withdraw his or her bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.

b. A Bidder for a Contract other than for public construction may request withdrawal of his or her bid under the following circumstances:

1. Requests for withdrawal of bids prior to opening of such bids shall be transmitted to the Procurement Official in writing.
 2. Requests for withdrawal of bids after opening of such bids but prior to award shall be transmitted to the Procurement Official, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the Town may exercise its right of collection.
- c. No bid may be withdrawn under this paragraph when the result would be the awarding of the Contract on another bid of the same Bidder or of another Bidder in which the ownership of the withdrawing Bidder is more than five percent.
- d. If a bid is withdrawn under the Town of this paragraph, the lowest remaining bid shall be deemed to be the low bid.
- e. No Bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the Contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
- f. If the Town denies the withdrawal of a bid under the provisions of this paragraph, it shall notify the Bidder in writing stating the reasons for its decision and award the Contract to such Bidder at the bid price, provided such Bidder is a responsible and responsive Bidder.
- g. Work papers, documents, and materials submitted in support of a withdrawal of bids may be considered as trade secrets or proprietary information subject to the conditions of the Virginia Freedom of Information Act.

ERRORS IN BIDS – When an error is made in extending total prices, the unit bid price will govern. Erasures in bids must be initialed by the Bidder. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the Bidder. Bidders are cautioned to recheck their bids for possible error. Errors discovered after public opening cannot be corrected and the Bidder will be required to perform if his or her bid is accepted.

IDENTIFICATION OF BID/PROPOSAL ENVELOPE – The signed bid/proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

Note 1. Addressed as indicated on page 1:
IFB/RFP Number
Title
Bid/Proposal due date and time
Vendor name and complete mailing address (return address)

If a bid/proposal is not addressed with the information as shown above, the Bidder/Offeror takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified.

Bids/Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

COMPLETENESS – To be responsive, a bid must include all information required by the solicitation.

ACCEPTANCE OF BIDS/PROPOSALS – Unless otherwise specified, all formal bids/proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the bid/proposal may be withdrawn at the written request of the Bidder/Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

CONDITIONAL BIDS – Conditional bids are subject to rejection in whole or in part.

BIDS FOR ALL OR PART – Unless otherwise specified by the Procurement Official or by the Bidder, the Procurement Official reserves the right to make award on all items in the aggregate or on any of the items on an individual basis, whichever is in the best interest of the Town. A Bidder may restrict his or her bid to consideration in the aggregate by so stating but shall name a single unit price on each item bid. Any bid in which the Bidder names a total price for all the articles without quoting a unit price for each and every separate item may not be considered for award.

TIME FOR RECEIVING BID – Bids received prior to the time of opening are securely kept, unopened. The representative of the Procurement Official assigned to open them will decide when the specified time has arrived, and no bid received thereafter is considered. No responsibility will attach to the Procurement Official or his or her representative for the premature opening of a bid not properly addressed and identified. The Procurement Official will not consider telegraphic, electronic, or facsimile bids/modifications, unless specifically authorized in the solicitation.

BID OPENING – The Procurement Officer or designee will open all bids received in response to an Invitation for Bid (IFB) at the date, time and place specified, read publicly, and made available for inspection.

BIDDER INTERESTED IN MORE THAN ONE BID – The Procurement Officer or designee will reject multiple bids, if more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons. A party who has quoted prices on work, materials, or supplies to a Bidder is not thereby disqualified from quoting prices to other Bidders or firms submitting a bid directly for the work, materials or supplies.

TIE-BIDS – If all bids are for the same total amount or unit price (including authorized discounts and delivery times), and if the public interest will not permit the delay of re-advertisement for bids, the Procurement Official is authorized to award the Contract to the resident to the Town tie Bidder whose firm has its principal place of business in the Town, or if there are none, to the resident of Virginia tie Bidder, or if there are none, to one of the tie Bidders by drawing lots in public; or the Procurement Official may purchase the goods or services in the open market except that the price paid shall not exceed the lowest Contract bid price submitted for the same goods or services. The decision of the Town to make award to one or more such Bidders is final.

APPEAL OF DENIAL OF WITHDRAWAL OF BID –

a. A decision denying withdrawal of a bid submitted by a Bidder is final and conclusive unless the Bidder appeals the decision within the (10) days after receipt of the decision by instituting legal action as provided in the Code of Virginia. The Bidder may not institute legal action until all statutory requirements have been met.

b. If no bid bond was posted, a Bidder refused withdrawal of bid under the provisions of the Purchasing Regulations, prior to appealing, shall deliver to the Town a certified check or cash bond in the amount of the difference between the bid sought to be withdrawn and the next low bid. The release of such security will occur only upon a final determination that the Bidder was entitled to withdraw the bid.

c. If, upon appeal, it is determined that the decision refusing withdrawal of the bid was arbitrary or capricious, the sole relief shall be withdrawal of the bid.

APPEAL OF DETERMINATION OF NONRESPONSIBILITY –

a. Any Bidder who, despite being the apparent low Bidder, is determined not to be a responsible Bidder for a particular Town Contract shall be notified in writing by the Procurement Official. Such notice shall state the basis for the determination, which shall be final unless the Bidder appeals the decision within ten (10) days of receipt of the notice by instituting legal

action as provided in the Code of Virginia. The Bidder may not institute legal action until all statutory requirements have been met.

b. If, upon appeal, it is determined that the decision of the Procurement Official was arbitrary or capricious and the award for the particular Town Contract in question has not been made, the sole relief available to the Bidder shall be a finding that the Bidders a responsible Bidder for the Town Contract in question. Where the award has been made and performance has begun, the Town may declare the Contract void upon a finding that this action is in the best interest of the public. Where a Contract is declared void, the performing Contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing Contractor be entitled to lost profits.

PROTEST OF AWARD OR DECISION TO AWARD –

a. Any Bidder or Offeror may protest the award or decision to award a Contract by submitting a protest in writing to the Procurement Official, or an official designated by the Town, no later than ten (10) days after the award or the announcement of the decision to award, whichever occurs first. Any potential Bidder or Offeror on a Contract negotiated on a sole source or emergency basis who desires to protest the award or decision to award such Contract shall submit such protest in the same manner no later than ten (10) days after posting or publication of the notice of such Contract. However, if the protest of any actual or potential Bidder or Offeror depends in whole or in part upon information contained in public records pertaining to the procurement transaction which are subject to inspection, then the time within which the protest must be submitted shall expire ten days after those records are available for inspection by such Bidder or Offeror or at such later time. No protest shall lie for a claim that the selected Bidder or Offeror is not a responsible Bidder or Offeror. The written protest shall include the basis for the protest and the relief sought. The Procurement Official shall issue a decision in writing within ten (10) days of the receipt of the protest stating the reasons for the action taken. This decision shall be final unless the Bidder or Offeror appeals within ten (10) days of receipt of the written decision by instituting legal action as provided in the Code of Virginia.

b. If prior to award it is determined that the decision to award is arbitrary or capricious, then the sole relief shall be a finding to that effect. The Procurement Official shall cancel the proposed award or revise it to comply with the law. If, after an award, it is determined that an award of a Contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. Where the award has been made but performance has not begun, the performance of the Contract may be declared void by the Town. Where the award has been made and performance has begun, the Procurement Official may declare the Contract void upon a finding that this action is in the best interest of the Town. Where a Contract is declared void, the performing Contractor shall be compensated for the cost of performance at the rate specified in the Contract up to the time of such declaration. In no event shall the performing Contractor be entitled to lost profits.

c. Pending final determination of a protest or appeal, the validity of a Contract awarded and accepted in good faith in accordance with this article shall not be affected by the fact that a protest or appeal has been filed.

d. An award need not be delayed for the period allowed a Bidder or Offeror to protest, but in the event of a timely protest, no further action to award the Contract will be taken unless there is a written determination that proceeding without delay is necessary to protect the public interest or unless the bid or offer would expire.

LEGAL ACTION – No Bidder, Offeror, potential Bidder or Offeror, or Contractor shall institute any legal action until all statutory requirements have been met.

PRICE REDUCTION – If at any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction shall become effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., that was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, is not considered a "general price reduction" under this provision. The Contractor shall submit his or her invoice at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract documents. The Contractor in addition will, within ten days of any general price reduction, notify the Procurement Official of such reduction by letter. **FAILURE TO DO SO MAY REQUIRE TERMINATION OF THE CONTRACT.** Upon receipt of any such notice of a general price reduction, the Procurement Official will duly notify all ordering offices.

The Contractor, if requested, shall furnish, within ten (10) days after the end of the Contract period, a statement certifying either (1) that no general price reduction, as defined above, was made after the date of the bid, or (2) if any such general price reductions were made, that as provided above, they were reported to the Procurement Official within ten (10) days and ordering offices were billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include, with respect to each price reduction, (1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Procurement Official was notified of any such reduction.

GENERAL TERMS and CONDITIONS

1. **CHANGES, ADDITIONS, DELETIONS** - No changes, additions, deletions or substitutions of specifications, terms and conditions, quantity, unit of issue, delivery date, delivery charges, or price will be permitted without the prior written approval from the Purchasing Office of the Town of Herndon.
2. **CONTRACTUAL DISPUTES** - Contractual claims, whether for money or other relief, shall be submitted to the Procurement Official in writing no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file a claim for compensation above that required by the contract shall be given at the time of occurrence or beginning of work upon which the claim is based. If such notice is not given, any claim for additional compensation or time extension arising from or related to such occurrence or work shall conclusively be deemed waived. The Contractor shall continue performance during the pendency of any claim or dispute and following any decision thereon. The Procurement Official shall render a final decision on any such claim within sixty (60) days of its submission or within one hundred twenty (120) days after final payment, whichever is later. Failure by the Procurement Official to render a decision shall be deemed a denial of the claim as of the latest date a response was required.
3. **QUOTATIONS TO BE F.O.B. – DESTINATION** - Quote F.O.B. DESTINATION for all competitive sealed bids. If otherwise, show exact cost to deliver.
4. **PRICING ERRORS** - In case of an error in price extension, the firm fixed unit price shall govern.
5. **TAX EXEMPTION** - The Town of Herndon is exempt from State Sales Tax and Federal Excise Tax. DO NOT INCLUDE TAX. Tax Exemption Certificate shall be furnished by Town of Herndon upon request. The Town's Federal Tax I.D. number is 54-6001349.
6. **ESTIMATED QUANTITIES/NON-EXCLUSIVITY OF CONTRACTOR** - The Town does not guarantee any minimum or maximum quantities. Quantities as specified are approximate and are prepared for the solicitation. The exact quantities are as stated at time of order placement.
7. **SAMPLES** - Samples if required, must be furnished free of expense to the Town of Herndon on or before date specified; if not destroyed in examination, they will be returned to Bidder, if requested, at his expense. Each sample must be marked with Bidder's name and address, Town's request number and opening date.
8. **DELIVERY** - Bids must show number of days required to place material in using agency's receiving area under normal conditions. Failure to state delivery time obligates Bidder to complete delivery within 14 calendar days. A five (5) day difference in delivery promise may break a tie bid. Proposals must show the number of working days required to complete the service. This information should be stated even though a delivery date/schedule is contained in the solicitation. Unrealistically short or long delivery promised may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason shall constitute default and may cause removal from bid list. Delivery shall be made during normal working hours, Monday through Friday 8:30am - 5:00pm, unless otherwise specified in the solicitation or prior approval for another time period has been obtained.
9. **CONDITION OF ITEMS** - All items bid/offered shall be new, current model year, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in solicitation. The Town does not recognize verbal agreements in support of this requirement.
10. **SUBSTITUTIONS** - Substitutions or cancellations are not permitted without **prior written approval** from the Town of Herndon Purchasing Office.

11. **TOWN RIGHTS** - The Town reserves the right to accept or reject all or any part of bids/proposals, waive minor technicalities/informalities and award the contract to the lowest responsible bidder or most qualified and best suited Offeror to best serve the interest of the Town.

12. **ANTI-TRUST** - By entering into a contract, the Bidder/Offeror conveys, sells, assigns, and transfers to the Town of Herndon all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town of Herndon under said contract.

Consistent and continued tie bidding could cause rejection of bids by the Procurement Officer or designee and/or investigation for Anti-Trust violations.

13. **INDEMNIFICATION** - The Contractor agrees to indemnify, defend and hold harmless the Town of Herndon, Virginia, its officers, agents, and employees from any claim, damages and action of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using department or failure of the using department to use the materials, goods or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.

The vendor agrees to protect the Town from claims involving infringement of patent or copyrights.

14. **TIE BIDS** - If there is a tie for low bid and all other considerations are equal, and if the public interest will not permit the delay of re-advertising for bids, the award shall be determined by drawing lots in public.

15. **PROHIBITION AS SUBCONTRACTORS UNDER COMPETITIVE SEALED BIDDING** - No Bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded, or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

16. **CONTRACT DOCUMENTS** - The Contract entered into by the parties shall consist of those documents as listed on the cover sheet of this document.

17. **MULTIPLE AWARDS** - The Town reserves the right to award multiple contracts for all of the specified item(s) or service(s) to more than a single responsive and responsible bidder. The Town may, also, award multiple contracts to the lowest responsive and responsible bidder for each required good, service or equipment.

18. **METHOD OF PAYMENT** - For all transactions not made through a Town authorized credit card (purchase-card, p-card), the Town will provide an authorized purchase order. Upon satisfactory delivery of the merchandise and/or satisfactory completion of the services, the Contractor shall submit all invoices and statements with the referenced/associated purchase order number included to:

**TOWN OF HERNDON
ACCOUNTS PAYABLE
P.O. BOX 427
HERNDON, VA 20172-0427**

The prices and payments shall serve as full compensation for the labor, tools, equipment, transportation, overhead and all other incidentals necessary to complete the specified terms and conditions.

19. **PAYMENT** -

a. The Contractor shall submit invoices for items ordered, delivered and accepted directly to the payment address shown above or on the purchase order.

b. Any payment terms requiring payment in less than 30 days is regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. The Contractor shall bill all goods or services provided under this contract or purchase order at the contract price, regardless of which Town Department is being billed.

d. Unreasonable Charges. It may become difficult to determine final job costs, accurately, at the time orders are placed under certain emergency procurements and for most time and material purchases. In such cases, contractors are placed on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. The Town will research and challenge charges that appear as unreasonable, and will hold that portion of the invoice in abeyance until a settlement is reached. Upon determining that invoiced charges are not reasonable, the Town shall promptly notify the contractor, in writing, as to those charges that it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement is not reached within thirty (30) days of notification. The provisions of this section do not relieve the Town of its prompt payment obligations with respect to those charges that are not in dispute (Code of Virginia, § 2.2-4363).

20. PAYMENT DATE - The payment due date is established as forty-five days after receipt by the local government or its agent responsible under the contract for approval of such invoices for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later.

Failure to pay by the payment date shall cause the Town to pay any finance charges assessed by the business concern that **do not exceed one percent (1%) per month.**

The Contractor can find further information regarding payment date and prompt payment by localities in subsections 2.2-4352 Code of Virginia (1950), as amended.

21. ANTI-DISCRIMINATION - By submitting their bids/proposals all Bidders/Offerors certify to the Town of Herndon that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act.

In every contract over \$10,000.00 the provision in 1 and 2 shall apply:

1. During the performance of this contract, the contractor agrees as follows:
 - (a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.
 - (b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient to the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

22. INSURANCE - Whenever any work and/or services are provided, either in or on Town owned property, the following shall apply:

a. The Contractor shall provide the Procurement Official with a Commonwealth of Virginia Certificate of Insurance PRIOR to the commencement of any work under the Contract and agrees to maintain such insurance until the completion of the Contract. The minimum limits of liability shall be:

1. Workers' Compensation--Standard Virginia Workers' Compensation Policy.
2. Broad Form Comprehensive General Liability--\$1,000,000 per occurrence coverage to include:
Premises - Operations; Products/Completed Operations; Contractual; Independent Contractors; Owners and Contractors Protective; Personal Injury (Libel, Slander, Defamation of Character, etc.);
3. Automotive Liability--\$1,000,000.00 per occurrence.
4. Professional Liability/Errors and Omissions

5. Profession/Services:	Limits
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractor	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner	\$1,750,000 per occurrence, \$3,000,000 aggregate
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

b. The Town reserves the right to require higher limits on any Contracts provided notice of such requirement is stated in the solicitation. The Town is to be named as an additional or co-insured. A thirty- (30) day written notice of cancellation or non-renewal shall be furnished by certified mail to the Procurement Official at the address indicated on the solicitation.

c. Contractor's signature of the solicitation constitutes his/her certification that, if awarded the Contract, he/she shall obtain the required coverage as specified above and proof of coverage as contained herein shall be submitted within ten (10) calendar days after notice of award. The Contractor's signature also signifies that this coverage shall be maintained for the duration of the Contract. "Claims made" policies must be in force or that coverage purchased for three (3) years after Contract completion date

23. **APPLICABLE LAWS AND COURTS** - Any Town contract is governed in all respects by the laws of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall be responsible for compliance with all the laws of the Commonwealth of Virginia, all ordinances and regulations of the Town of Herndon and such other standards, codes, and regulations having application to the work involved. The Contractor shall be responsible for securing all approvals and permits including occupancy and paying all charges bearing on the design and construction of a project. All permits shall be filed in the name of the Town of Herndon and shall be coordinated through the Director of Public Works.

24. **DEFAULT** - In case of failure to deliver goods and/or services in accordance with the contract terms and conditions, the Town of Herndon, after due written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy is in addition to any other remedies which the Town of Herndon may have.

25. **ASSIGNMENT OF CONTRACT** - Neither party shall assign contract without the **prior written** consent of the other party nor shall any contract be entered into or assigned to any party that is debarred from doing business with or in the Commonwealth of Virginia.

26. **VALID CONTRACT** - In order to validate any contract document entered into with the Town of Herndon, an authorized person as defined by the Town's Procurement Ordinance and Regulations shall execute it.

27. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH** - A Contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the Contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

28. **ETHICS IN PUBLIC CONTRACTING** - By submitting their (bids/proposals), (Bidders/Offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (Bidders/Offerors), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this

procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

29. **IMMIGRATION REFORM AND CONTROL ACT OF 1986** - By entering into a written contract with the Town of Herndon, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
30. **DEBARMENT STATUS** - By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or the Town of Herndon from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or the Town of Herndon.
31. **PRECEDENCE OF TERMS** - The following General Terms and Conditions, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
32. **QUALIFICATIONS OF (BIDDERS/OFFERORS)** - The Town of Herndon may make such reasonable investigations as deemed proper and necessary to determine the ability of the (Bidders/Offerors) to perform the services/furnish the goods and the (Bidder/Offeror) shall furnish to the Town all such information and data for this purpose as is requested. The Town reserves the right to inspect (Bidder's/Offeror's) physical facilities prior to award to satisfy questions regarding the (Bidder's/Offeror's) capabilities. The Town further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (Bidder/Offeror) fails to satisfy the Town that such (Bidder/Offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
33. **TESTING AND INSPECTION** - The Town reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
34. **AVAILABILITY OF FUNDS** - It is understood and agreed between the parties herein that the Town shall be bound hereunder only to the extent of the funds available or that may hereafter become available for the purpose of this agreement.
35. **BID PRICE CURRENCY** - Unless stated otherwise in the solicitation, Bidders/Offerors shall state bid/offer prices in US dollars.
36. **DRUG-FREE WORKPLACE** - During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
37. **TAX EXEMPTION** – The Town is exempt from the payment of any federal excise or any Virginia sales tax. The Bidder must submit bid with net pricing, exclusive of taxes. However, when under established trade practice any federal excise tax is included in the list price, a Bidder may quote the list price and shall show separately the amount of federal tax, either as a flat sum or as a percentage of the list price, that is deducted by the Federal Excise Tax Exemption Number is **54-6001349**. Contractors located outside the Commonwealth of Virginia are advised that when materials are picked up by the Town at their place of business, they may charge and collect their own local/state sales tax. Materials used in the performance of construction Contracts are subject to Virginia Sales/Use Tax as described in Section 630-10-27J of the Virginia Retail Sales and Use Tax Regulations.
38. **DEBARMENT STATUS** – By submitting their bids, Bidders certify that they are not currently debarred from submitting bids on Contracts by the Town, nor are they an agent of any person or entity that is currently debarred from submitting bids

on Contracts by the Town or any agency, public entity/locality or authority of the Commonwealth of Virginia.

39. **ETHICS IN PUBLIC CONTRACTING** – The provisions contained in Sections 2.24367 through 2.2-4377 of the Virginia Public Procurement Act, as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all Contracts solicited or entered into by the Town. By submitting their bids/proposals, all Bidders/Offerers certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, Offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
40. **NO CONTACT POLICY** – No Bidder shall initiate or otherwise have contact related to the solicitation with any Town representative or employee, other than the Purchasing Department, after the date and time established for receipt of bids. Any contact initiated by a Bidder with any Town representative, other than the Purchasing Department, concerning this solicitation is prohibited and may cause the disqualification of the Bidder from this procurement process.
41. **ADDENDA** – The Town will issue all addenda via Town Procurement webpage or EVA Commonwealth of Virginia webpage. All such addenda shall become a part of the solicitation documents, must be addressed in the bid/offer and shall become a Contract Document. The Town accepts no liability for late or non-receipt of addenda.
42. **CRIMINAL SANCTIONS** – The provisions referenced in Ethics in Public Contracting supplement, but do not supersede, other provisions of law including, but not limited to, the State and Local Government Conflict of Interest Act (§ 2.1-639.1 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), and Articles 2 (§ 18.2-438 et seq.) and 3 (§ 18.2-446 et seq.) of Chapter 10 of Title 18.2. The provisions apply notwithstanding the facts that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.
43. **TERMINATION OF CONTRACTS** – Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met, unless:
- a. Terminated prior to expiration date by satisfactory deliveries of entire Contract requirements, or upon termination by the Town for Convenience or Cause.
 - b. Extended upon written authorization of the Procurement Official and accepted by Contractor, to permit ordering of unordered balances or additional quantities at Contract prices and in accordance with Contract terms.
44. **TERMINATION FOR CONVENIENCE** – A Contract may be terminated in whole or in part by the Town in accordance with this clause whenever the Procurement Official shall determine that such a termination is in the best interest of the Town. Any such termination shall be effected by delivery to the Contractor at least thirty (30) days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and the date upon which termination becomes effective. An equitable adjustment in the Contract price shall be made for completed service, but no amount shall be allowed for anticipated profit on unperformed services.
45. **TERMINATION OF CONTRACT FOR CAUSE** –
- a. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his or her obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Town shall thereupon have the right to terminate, specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In such event all finished or unfinished documents, data, studies, surveys, drawings, maps, models, and reports prepared by the Contractor under the Contract shall, at the option of the Town, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.
 - b. Notwithstanding the above, the Contractor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of Contract by the Contractor for the purpose of set off until such time as the exact amount of damages due to the Town from the Contractor is determined.
46. **TERMINATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL YEARS -**
- If funds are not appropriated or otherwise made available to support continuation of the performance of this Contract in a subsequent fiscal year, then the Town shall cancel the Contract and, to the extent permitted by law, the Town shall reimburse the

Contractor for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract.

47. **IMMIGRATION REFORM AND CONTROL ACT OF 1986** - By entering into a written contract with the Town of Herndon, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
48. **VIRGINIA FREEDOM OF INFORMATION ACT** – All proceedings, records, Contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act except as provided below:
- a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
 - b. Any competitive sealed bidding Bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the Town decides not to accept any of the bids and to reopen the Contract. Otherwise, bid records shall be open to public inspection only after award of the Contract. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the Town decides not to accept any of the proposals and to reopen the Contract. Otherwise, proposal records shall be open to the public inspection only after award of the Contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
 - c. Trade secrets or proprietary information submitted by a Bidder, Offeror or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to the prequalification process identified in the Special Provisions, shall not be subject to the Virginia Freedom of Information Act; however, the Bidder or Offeror will submit proprietary information under separate cover. Offeror or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. Bidders shall not mark sections of their bid as proprietary if they are to be part of the award of the Contract and are of a "Material" nature. The Town reserves the right to submit such information to its Town Attorney for concurrence of the Offeror's claim that it is in fact proprietary. References may be made within the body of the proposal to the proprietary information; however, all information contained within the body of the proposal shall be "public information" in accordance with State statutes.
 - d. Nothing contained in this section shall be construed to require the Town, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous to the Town.
49. **MODIFICATION OF CONTRACT** – the Procurement Official may upon agreement with the Contractor, issue a written modification to the Contract within the general scope thereof, during performance. However, no fixed-price Contract may be increased over the life of the Contract by amounts totaling more than twenty percent (20%) of the amount of the Contract or thirty thousand dollars (\$30,000) whichever is LESS without the advance written approval of the Town Council. In no event may an increase in the amount of any contract occur for any purpose without adequate consideration. Relief of a Bidder/Offeror from the consequences of an error in its bid/Offeror is prohibited without adequate consideration. Should it become proper or necessary in the execution of this Contract to make any change in design or to make any alterations that will increase the expense, the Procurement Official shall determine an equitable adjustment. The Town will make no payment to the Contractor for any extra material or services, or of any greater amount of money than stipulated as compensation in the Contract, unless some changes in or additions to the Contract requiring additional outlay by the Contractor shall first have been expressly authorized and ordered in writing by Contract amendment or otherwise furnished by the Procurement Official.

SPECIAL TERMS and CONDITIONS

50. **PRICING** – The subsequent Contract will be a firm-fixed price agreement. In fulfilling the requirements of this initial Contract the fee(s) will remain firm and will include all charges that are incurred. If the Town elects to exercise the option to renew the Contract for an additional one year period, the Contract price(s) for the additional year shall not exceed the Contract price(s) of the original Contract increased/decreased by no more than the percentage increase/decrease of the

commodities category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

51. **NEGOTIATION WITH LOWEST BIDDER** - Unless all bids are cancelled or rejected, the Town reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the department's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds that were budgeted by the department for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications proposed for performance under the contract. The procurement agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the department wishes to negotiate a lower contract price. Both parties shall agree on the times, places, and manner of negotiating by the department and the lowest responsive, responsible bidder.
52. **OMISSIONS & DISCREPANCIES** – Any items or parts of any equipment listed in this solicitation that are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications. Should a Bidder find discrepancies or ambiguities in, or omissions from, the solicitation, including the drawings and/or specifications, he or she shall notify the Procurement Official at least five (5) days prior to the date set for the opening of bids. If necessary, the Procurement Official will send a written addendum for clarification to all Bidders no later than three (3) days before the date set for opening of bids. Notifications regarding specifications will not be considered if received within five (5) days of the date set for opening of bids.
53. **PROHIBITION AGAINST UNIFORM PRICING** – The Procurement Official shall encourage open and competitive bidding by all possible means and shall endeavor to obtain the maximum degree of open competition on all purchase transactions using the competitive sealed bidding, competitive negotiation, or open market methods of procurement. In submitting a bid each Bidder shall, by virtue of submitting a bid, guarantee that he or she has not been a party with other Bidders to an agreement to bid a fixed or uniform price. Violation of this implied guarantee shall render void the bids of participating Bidders. Any disclosure to or acquisition by a competitive Bidder, in advance of the opening of the bids, of the terms or conditions of the bid submitted by another competitor may render the entire proceedings void and may require re-advertising for bids.
54. **LICENSE REQUIREMENT** – All firms doing business in the Town of Herndon are required to be licensed in accordance with the Town's "Business, Professional and Occupational Licensing (BPOL) Tax" Ordinance and the BPOL license number must be indicated on the bid/proposal form. Wholesale and retail merchants without a business location in the Town are exempt from this requirement. Questions concerning the BPOL tax should be directed to the Finance Department, Revenue Office, telephone number (703) 435-6813.
55. **CONTRACTOR'S LICENSE REQUIREMENT** – As required under Title 54, Code of Virginia (1950) a Contract for construction, removal, repair or improvement of a building or other real property that exceeds one thousand (\$1,000.00) shall furnish the following:

Licensed Class A Virginia Contractor # _____ Specialty # _____ or

Licensed Class B Virginia Contractor # _____ Specialty # _____ or

Licensed Class C Virginia Contractor # _____ Specialty # _____

SPECIFICATIONS

56. **QUESTIONS CONCERNING SPECIFICATIONS** – Any information relative to interpretation of specifications and drawings shall be requested of the Procurement Official, in writing, in ample time before the opening of bids. Inquiries, if received by the Procurement Official within ten (10) days of the date set for the opening of bids, are not given any consideration. Any material interpretation of a specification, as determined by the Procurement Official, will be expressed in the form of an addendum to the specification which will be sent to all prospective Bidders no later than three (3) days before the date set for receipt of bids. Oral answers will not be authoritative.
57. **FORMAL SPECIFICATIONS** – When a solicitation contains a specification which states no substitutes, no deviation therefrom, is permitted and the Bidder is required to furnish articles in conformity with that specification. The Bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but

shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material, or workmanship is in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., is construed as to the minimum requirements of these specifications.

AWARD

58. **AWARD OR REJECTION OF BIDS** – The Procurement Official shall award the Contract to the lowest responsive and responsible Bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the Town to accept it. The Procurement Official reserves the right to award a Contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the Town. Award may be made to as many Bidders as deemed necessary to fulfill the anticipated requirements of the Town. The Procurement Official also reserves the right to reject the bid of a Bidder deemed to be a non-responsible Bidder. In determining the responsibility of a Bidder, the following criteria will be considered: shall have recorded the reasons in the Contract file.

- a. The ability, capacity and skill of the Bidder to perform the Contract or provide the service required;
- b. Whether the Bidder can perform the Contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- d. The quality of performance of previous Contracts or services;
- e. The previous and existing compliance by the Bidder with laws and ordinances relating to the Contract or services;
- f. The sufficiency of the financial resources and ability of the Bidder to perform the Contract or provide the service;
- g. The quality, availability and adaptability of the goods or services to the particular use required;
- h. The ability of the Bidder to provide future maintenance and service for the use of the subject of the Contract;
- i. The number and scope of the conditions attached to the bid;
- j. Whether the Bidder is in arrears to the Town on debt or Contract or is a defaulter on surety to the Town or whether the Bidder's Town taxes or assessments are delinquent; and
- k. Such other information as may be secured by the Procurement Official having a bearing on the decision to award the Contract. If an apparent low Bidder is not awarded a Contract for reasons of non responsibility, the Procurement Official shall to notify that Bidder and shall have recorded the reasons in the Contract file.

59. **NOTICE OF ACCEPTANCE/CONTRACT DOCUMENTS** – All award notices are issued by the Town to the successful Bidder and award notices are posted on the Town Procurement webpage. Updates such as procurement opportunities, addendum, short listed firms for RFP, notices of awards, etc are promptly posted to the webpage.

The following documents that are included in the solicitation are incorporated by reference in the resulting Contract and become a part of said Contract:

- a. Authority of Solicitation Form/Acceptance Agreement (Cover Sheet) and other documents which may be incorporated by reference, if applicable,
- b. General Conditions and Instructions to Bidders,
- c. Special Provisions and Specifications
- d. Pricing Schedule,
- e. Any addenda/amendments/Memoranda of Negotiations

60. **GUARANTEES & WARRANTIES** – The Contractor shall furnish all required guarantees and warranties and shall deliver them to the Contract Administrator before final payment on the Contract is made. Unless otherwise stated, manufacturer's standard warranty applies.
61. **ADDITIONS/DELETIONS** – The Town reserves the right to add similar items/services or delete items/services specified in the resultant Contract as requirements change during the period of the Contract. The Town and the Contractor mutually agree to prices for items/services to be added to the Contract. Contract amendments will be issued for all additions or deletions.
62. **SUBCONTRACTS:** The Contractor shall not subcontract any portion of the work without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements

Subject to all State and local laws, policies, resolutions, and regulations and all accepted rules, regulations and limitations imposed by legislation of the Federal Government, bids on all solicitations issued by Town of Herndon will bind Bidders to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

63. **PAYMENT TO SUBCONTRACTORS** – A Contractor awarded a Contract under this solicitation and who is authorized to subcontract any portion of the work is hereby obligated:
- a. To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Town for the proportionate share of the payment received for work performed by the subcontractor(s) under the Contract; (or)
 - b. To notify the Town and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.

The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the Contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Town, except for amounts withheld as stated in b above. The date of mailing of any payment by U.S. mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary Contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Town.

64. **USE OF PREMISES AND REMOVAL OF DEBRIS:**

- a. The Contractor shall:
 - (1) Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
 - (2) Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
 - (3) Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- b. The Contractor expressly undertakes, either directly or through his subcontractor(s), to effect all cutting, filling, or patching of his work required to make the same conform to the drawings and specifications, and, except with the consent of the owner, not to cut or otherwise alter the work of any other contractor. The Contractor shall not damage or endanger any portion of the work or premises, including existing improvements, unless called for by the contract.
- c. The Contractor expressly undertakes, either directly or through his subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly, and workmanlike appearance. No such refuse, rubbish, scrap material, and debris shall be left within the completed work nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law.

d. The Contractor expressly undertakes, either directly or through his subcontractor(s), before final payment, to remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from his operations and to put the site in a neat, orderly condition; to thoroughly clean and leave reasonably dust free all finished surfaces including all equipment, piping, etc., on the interior of all buildings included in the contract; and to thoroughly clean all glass installed under the contract including the removal of all paint and mortar splatters and other defacements. If a contractor fails to clean up at the completion of the work, the owner may do so and charge for costs thereof to the contractor.

e. During and at completion of the work, the Contractor shall prevent site soil erosion, the runoff of silt and/or debris carrying water from the site, and the blowing of debris off the site in accordance with the applicable requirements and standards of the Virginia Erosion and Sediment Control Handbook, latest edition, and of the contract documents.

f. The Contractor shall not operate or disturb the setting of any valves, switches or electrical equipment on the service lines to the building except by proper previous arrangement with the owner. The Contractor shall give ample advance notice of the need for cut-offs that the Contractor will schedule at the convenience of the owner.

65. **AUDIT** – The Contractor shall retain all books, records and other documents relative to this Contract for five (5) years after final payment, or until audited of Town, whichever is sooner. The Town, shall have full access to and the right to examine any of said materials during said period.

66. **USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS** – Bidders are advised that the Town will extend all resultant Contracts, with the authorization of the Bidder, to the Metropolitan Washington Council of Governments jurisdictions and other jurisdictions and political subdivisions of the Commonwealth of Virginia to permit their ordering of supplies and/or services at the prices and terms of the resulting Contract. If any other jurisdiction decides to use the final Contract, the Contractor must deal directly with that jurisdiction or political subdivision concerning the placement of orders, issuance of the purchase order, contractual disputes, invoicing and payment. The Town acts only as the “Contracting Agent” for these jurisdictions and political subdivision. Failure to extend a Contract to any jurisdiction will have no effect on consideration of Contractors bid/proposal.

It is the awarded vendor’s responsibility to notify the jurisdictions and political subdivision of the availability of the Contract.

Each participating jurisdiction and political subdivision has the option of executing a separate Contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination. If, when preparing such a Contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

The Town assumes no liability and is shall not be held liable for any costs or damage incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision to the awardee.

67. **WORK ESTIMATES (TIME AND MATERIAL CONTRACTS)** - Under this time and material contract, the contractor shall furnish the department with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the Contractor's hourly rates as specified in the contract, and the total material cost. The Contract shall bill material costs at the Contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the Contract. If the department determines that the estimated price is not fair and reasonable, the department has the right to ask the Contractor to reevaluate the estimate. If the revised estimate is determined as not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor’s estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.

ATTACHMENT D
State Corporation Commission Form

State Corporation Commission Form Virginia State Corporation Commission (SCC) registration information.

The bidder:

_____ is a corporation or other business entity with the following SCC identification number: _____

-OR-

_____ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

_____ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

_____ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check in the following space if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): _____